

San Benito County



occupational outlook



Produced for the San Benito Private Industry Council

San Benito County

occupational outlook

Includes southern sections of Santa Clara County (zip codes 95037, 95046, 95020, 95021, 95038)

1999

a product of:

The California Cooperative Occupational
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developed for:

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by:

The NOVA Private Industry Council,

and:

The California Employment Development
Department (EDD)
(www.edd.ca.gov)

The California Occupational Information
Coordinating Committee (COICC)
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Developed for the San Benito County

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www.calmis.ca.gov

employers

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resources

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introduction

overview

The San Benito County Private Industry Council Labor Market Information Study is produced as part of a statewide project called the California Cooperative Occupational Information System (CCOIS). The program is a cooperative effort between NOVA Private Industry Council, San Benito County Private Industry Council and the State of California Employment Development Department's (EDD) Labor Market Information Division (LMID). It is an annual study conducted to improve the match between the labor needs of employers and the skills of job seekers by providing current, localized occupational information. Funding for this study is provided by EDD and NOVA.

San Benito County Private Industry Council

Under the direction of the Board of Supervisors, with concurrence from the Private Industry Council, the agency provides a wide variety of programs to improve the quality of life for low-income and unemployed persons. The Community Services and Workforce Development Department administers the Job Training Partnership Act (JTPA) Program. The agency provides job skills training and placement for persons who are experiencing barriers in finding employment. Assessment testing, child care, transportation, and counseling services assist in appropriate training and placement of clients. The agency, in partnership with other local organizations, opened its One-Stop Career Center in 1997, with the goal of providing comprehensive employment services for its job seekers and employer customers. The information provided in the CCOIS survey will serve as a valuable tool to the customers needing local and up-to-date labor market information.

A Partnership

This report was developed through a partnership between the San Benito County PIC and the NOVA PIC, in order to provide locally developed regionally specific information. San Benito County and Southern Santa Clara County (ZIP codes: 95021, 95037, 95038, 95046, 95020) share the same work-

force needs and utilize the same labor pool. By combining the two areas we have been able to provide a more complete picture of our regional workforce.

NOVA Private Industry Council

NOVA Private Industry Council (NOVA PIC) includes representatives of local business, industry, education and service agencies. It was formed in 1983 to implement the federal Job Training Partnership Act (JTPA) for North Santa Clara County. The services provided by the NOVA PIC are administered by the City of Sunnyvale.

The services provided by the NOVA PIC benefit both employers and job seekers. Employers can receive assistance with their hiring, retraining or out-placement needs. Job seekers may receive vocational testing and counseling as well as assistance in obtaining the competitive skills necessary to enter the work force. NOVA PIC also offers services funded outside of JTPA such as this labor market information study and other special projects for employee retraining, veterans, youth, the homeless, and individuals with disabilities.

As a primary administrator of local employment and training funds and an organization established to coordinate private and public efforts in that area, NOVA PIC was in an ideal position to act as the coordinator of the local portion of the California Cooperative Occupational Information System. NOVA PIC therefore sought and obtained funding to be one of the first pilot sites in the state for this project. 1999 marks the eleventh year of NOVA PIC's participation in the project.

Labor Market Information Division (LMID)

This project is administered by LMID to encourage state/local cooperation in gathering, analyzing and distributing occupational information. LMID has access to an extensive state database from which to provide information and projections concerning local labor market conditions. LMID's expertise, technical assistance and database have all been made available to NOVA PIC, and, through this publication, are now being made available to you.

Note: The various tasks of each organization in the survey process are described in Project Methodology.

Uses of the data

The data in this publication has been gathered, analyzed, and is distributed with the intention of being used by a variety of organizations and individuals for many different purposes. Some of the most important uses are listed below.

Career Decisions: The Occupational Tables have been specifically designed for use by career counselors and job seekers to provide easy to read local information on twenty occupations. The localized information includes employer requirements and preferences, wages, and labor supply and demand. It may help career counselors and job seekers make informed occupational choices based on skills, abilities, interests, education, and personal needs.

Note: In the "Description of Occupational Outlook Tables," each section of the table is defined. Suggestions for interpreting the data have been made in italics. It is hoped that this format will make it easier for career counselors to use this data effectively when working with clients.

Placement and Job Development: When job counselors and job developers are looking for appropriate placements for clients, the Occupational Outlook Tables can also be of help.

Note: Supply & Demand information is provided to assist job seekers in making a decision as to whether a particular occupation is appropriate for their skills, abilities, education and needs. The information may help the counselor and job seeker to assess the job market and to become more aware of the job skills which San Benito County and South Santa Clara County employers rate as important for entry into the occupation. The information provided under the title "Where the Jobs Are" can guide the job seeker toward industries which are the largest sources of employment for that occupation.

Vocational Program Planning: The report provides local planners and administrators with employment data including occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

Note: The Occupational Tables provide local planners with the Supply & Demand, Occupational Size

and Expected Growth Rate information. This section summarizes data collected from state tax records as well as a federal occupational survey and information collected directly from local employers. This multi-source information will make it possible to make more confident judgments concerning the suitability of occupations for training.

Curriculum Design: Training providers can assess and update their curriculum based on current employer needs and projected trends as indicated in this report.

Note: The "Skills and Other Requirements" section of the Occupational Tables, which provides information on employer skill preferences, will be of particular value to curriculum planners because it rates skills according to employers' evaluation as either very important or not important.

Economic Development: Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, which is useful in determining the potential for business growth and development in the San Benito County labor market area.

Note: Information on Supply & Demand, Occupational Size and Growth Rates, and Wages & Benefits can be used in establishing the suitability of San Benito County and South Santa Clara County for specific types of business growth and development.

Program Marketing: Training providers can effectively market their programs by informing students, employers, and others that the chances for job placements are much greater because their programs are developed using reliable local information.

Human Resource Management: Small business owners and large corporate human resource directors alike can use this report to determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

It is hoped that this publication will meet the needs of its users. If you have any suggestions for improvement, please contact NOVA's LMI Project Coordinator at (408) 730-7232.

project methodology

LMID developed Occupational Forecast Tables specifically for NOVA PIC. These tables provide 1995 employment by occupation, projected over a seven year growth period. Separation figures and occupational distribution by industry is also provided.

These tables contain information on over 400 occupations. They are generated using state unemployment insurance records of San Benito County businesses as well as from the federally financed Occupational Employment Statistics (OES) survey of occupational distribution. Each occupation is identified according to Standard Industrial Classification (SIC) titles.

occupational selection criteria

NOVA PIC applied the following criteria to narrow the list of possible occupations to survey to twenty:

- The occupation must have a substantial employment base in the county;
- There must be a substantial number of projected job openings in the county;
- There appears to be present and future occupational growth;
- There appears to be a substantial potential for earning capacity;
- The training time required for the occupation must be two years or less, allowing for some exceptions based on the strength of the other criteria;
- The skills requirements are impacted by some fluctuation in the labor market or emerging technology.

survey sample selection

A preliminary list of occupations was developed. This list was reviewed by representatives from community based vocational training programs, educational institutions, organized labor, economic development organizations, and the PIC. From the input of these organizations, some occupations were eliminated and others added. A final occupations list was

then selected. Each occupation was clearly defined and an appropriate OES/DOT title was assigned.

After the occupations were selected, defined, and the appropriate OES/DOT titles assigned, LMID developed an employer sample for each occupation. When drawing up the employer sample, the pattern of distribution of industries was considered.

Industries are classified by the Standard Industrial Classification manual. There are nine major industry groups; some examples are agriculture, construction, manufacturing, and retail trade.

LMID staff, using detailed data bases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. For example, a medical assistant would generally work for a firm classified in the health services category, whereas a word processor may be scattered across several industries —health services, retail trade, manufacturing, etc. This was considered for each occupation when establishing the sample of employers that would receive questionnaires. If 20 percent of San Benito County workers in an occupation were found in a specific industry, then 20 percent of the sample was drawn from that industry.

The sample was carefully reviewed, and employers were called to verify company name and address, confirm the existence of the occupation at the company, and obtain the name of a contact person. Employers were added or deleted as appropriate. The final sample included up to forty employers for each occupation.

questionnaire development

Separate questionnaires were developed for each of the 20 occupations. Since the standard questionnaire did not contain a skills question, NOVA developed a third page to cover skills for each occupation.

data collection

After the mailing, all employers who did not return a completed questionnaire by the designated deadline, received a follow-up phone call. Data collection began July 1999 and was completed in October

1999. Employers were given the opportunity to respond to the questionnaire over the phone or return it by FAX or mail. Additional employers were added to the original sample as necessary to ensure meeting a 50% response rate and to survey 40% of the samples projected employment size.

All surveys were reviewed for accuracy of the data, and employers were recontacted if answers were missing, unclear or conflicted with other answers. In addition to contacting employers, the NOVA staff contacted labor unions, employment agencies, training providers, etc. to learn more about a specific occupation.

Tabulation: The survey responses were entered into a database and tabulations were prepared. From these tabulations, the data was analyzed and the final occupational summary reports were prepared by NOVA staff. Each occupational statement provides information on training and hiring requirements, size of the occupation and expected growth rate, supply and demand assessment, major employment sources, and other information. Specific employer information is confidential and cannot be released.

disclaimers

The wages included in this report are those paid by the employers participating in the study. The report does not include extreme wages.

description of occupational tables

overview

The Occupational Tables (pages 2-41) present a summary of the project's findings by occupation. A separate table is presented for each of the twenty occupations for which a survey was completed.

Major sections of each table include:

- The Occupational Title and OES/DOT Code(s) & Occupational Definition
- Wages & Benefits
 - Wages
 - Hours Worked
 - Benefits
- Employer Requirements
 - Education
 - Experience & Training, and legally mandated licenses and certifications
 - Skills
- Training Providers
- Employment Trends
 - Supply & Demand
 - Where the Jobs Are
 - Size of Occupation
 - Range
 - Gender
 - Projected Growth
 - Employment Levels

The following is a brief description of each section of the tables, definitions of terms relevant to the specific sections, and suggestions concerning how the information can be used effectively.

the occupational title, OES/DOT code(s), & occupational definition

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) titles. The titles and definitions are based on the OES dictionary published by the Bureau of Labor Statistics, October 1991.

wages & benefits

wages

Wage data serves as a guide for comparing salaries of one occupation to those of another. The information helps ascertain the exact calculated salary ranges and median wages for each occupation. Where applicable, this information is provided for both union and non-union employees. All wages reflect responses given by employers surveyed.

Please note that this data is not meant to represent official prevailing wages and should be used (if at all) with caution for wage and salary administration. Wages are reported for three occupational levels as follows:

- **Entry Level, No Experience:** wages generally paid to persons trained or qualified but with little or no paid experience in the occupation.
- **Experienced, New to Firm:** starting wage generally paid to journey-level or experienced persons who are just starting at the firm.
- **3+ Years Experience w/Firm:** wages generally paid to individuals with three years or more experience at the firm in that occupation.

hours worked

This section identifies typical working hours of employees in the occupation. More specifically, it shows how many hours per week they work on average, (if at all).

description of occupational tables

benefits

The benefits section identifies what percentage of the employers surveyed offer benefits to employees (both full-time and part-time where applicable) in the occupation. This section also indicates who pays for the benefits, e.g., employer pays all, employee pays all or both share the cost.

Note: Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

employer requirements

education

This section identifies the minimum level of formal education that firms require when hiring a candidate into the specific occupation.

Note: While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

experience & training/certification & licensing

Experience: This section identifies what percentage of employers surveyed required previous experience. The amount of experience required by employers is listed in average number of months. If training is an acceptable substitute for work experience, that is also noted.

This section provides a good indication of the degree of competition for jobs in the occupation. The more experience an employer requires, the stronger the competition and the harder it will be to enter the occupation with the proper qualifications but no experience.

Training: Generally refers to vocational training as provided by Regional Occupational Programs, adult education, private vocational schools, state approved apprenticeship programs and community college vocational training programs. Some occupations have

legal or voluntary licensing, registration, or certification requirements which stipulate training or proficiency tests. Details are provided where applicable.

Note: It should be noted that just meeting employer requirements may not be sufficient for employment. Often, the difference between obtaining employment for an inexperienced person is completion of the preferred levels of education and training. This is particularly true in occupations where supply exceeds demand and the inexperienced are competing with the experienced.

Certification and licensing: Where applicable, this section of the report describes the relative importance of licenses for finding a job.

skills & other requirements

This section provides a summary of employer requirements and preferences in relation to the occupation. It is divided into six categories: Basic/Technical Skills, Communication Skills, Personal Skills, Physical Skills, Occupational Specific Skills and Computer Software Skills. All skills have been rated by employers on a scale of 0 to 3, with 0 meaning that the skill is "not important" to 3 meaning that the skill is "very important" for the job.

Note: With the passage of the Americans With Disabilities Act in 1990, employers must determine the "essential functions" of a position. The designation of a skill as "very important" or "important" is based upon employer preference. These terms are in no way meant to determine which skills are "essential functions" of the position. Employers will have to make that designation for each occupation at their firm. It is also important to note that although employers report their preferences as to physical skills, the Act also states that "reasonable accommodation" must be made for applicants and employees who have a disability. For more information about the Americans With Disabilities Act, contact NOVA at (408) 730-7232.

training providers

Appendix B lists the Training Providers in alphabetical order with detailed information on the address and phone number.

description of occupational tables

Note: It should be noted that just meeting employer requirements may not be sufficient for employment. Often, the difference between obtaining or not obtaining employment for an inexperienced person is completion of the preferred levels of education and training. This is particularly true in occupations where supply exceeds demand and the inexperienced are competing with the experienced.

employment trends

supply & demand

Information in this section reports the level of difficulty employers have finding both inexperienced as well as fully experienced and qualified applicants. Terms used to describe levels of difficulty employers have finding candidates are as follows:

Not Difficult-Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Moderately Difficult-Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants. Qualified applicants encounter little competition in their job search.

Very Difficult-Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

Note: Overall, this section provides the best current indication on the degree of ease or difficulty for a job seeker to obtain employment in the occupation. The information is not absolute, and it can change over time, but it provides a good tool in selecting an occupation for employment in the immediate future. Other factors, such as size of the occupation, projected growth, and separations (discussed in employment trends), should also be taken into consideration when deciding on the suitability of an occupation. In most cases, the most desirable occupations requiring the least training will be difficult to enter. Occupations that are easy to enter may have elements that are not attractive to the job seeker. Sometimes starting in an occupation considered

less desirable will provide the job seeker with the experience required to enter a more desirable occupation at a later time.

where the jobs are

This section provides a list of types of industries that employ people in the occupation. The list is ranked, using projected employment from industries employing the largest number of people in the occupation in San Benito County. The titles are from the Standard Industrial Classification system, as used in the 1995-2002 Occupational Forecast Tables.

This information is helpful to job seekers and job developers by identifying industries most likely to provide employment in the occupation. This list is organized in descending order, the top most providing the most employment. It is often recommended that job seekers contact employers within major employing industries in order to get more specific information for career planning.

size of occupation

Range-This is a relative term assigned to the number of people employed in the occupation as reported in the "1995 Annual Averages" from the Occupational Forecast tables. The designation is different for each county and is based on the size of the work force in the county.

The number for San Benito County is converted to the relative term based on the following table:

- Small = 14 or less
- Medium = 15-28
- Large = 29-62
- Very Large = 63 or more

The size of the occupation is important because it influences the availability of jobs. For instance, an occupation that is growing very slowly but is also very large could still be a good source of employment. Conversely, an occupation that is growing rapidly but is small in size may not provide good job opportunities at this time for significant numbers of people.

Gender-This section gives a percent breakdown of gender distribution in the particular occupation. It is stated as a percentage of the employees represented.

description of occupational tables

projected growth

This is a relative term relating to the rate of growth projected for the occupation from 1995-2002 in San Benito County. The Occupational Forecast Tables provided by EDD/LMID show a growth projection for each occupation. These projections are evaluated against data collected from employers, and from trade associations, schools and industry analysis to provide a reasonable estimate of growth potential. Projections are generally the numbers that are most relied upon to provide an indication of whether an occupation is expected to have high demand for new employment. Although it is a good starting point, other factors, such as separations, should be considered in attempting to determine the availability of job opportunities in an occupation.

The average projected growth for San Benito County is 28.4% during the seven year period of 1995-2002. Ranges have been established around the 28.4% average as follows:

- Much Faster = 42.6% and above
Than Average
- Faster than Average = 31.2% - 42.5%
- Average = 25.6% - 31.2%
- Slower than Average = 25.5% or less
- Remains stable = no significant change
- Decline = negative percentage

Growth data can help determine if an occupation is likely to provide increasing or decreasing job opportunities in the future. Even in growing occupations however, the supply of qualified people could exceed the demand for a variety of reasons, including small occupational size, large numbers of people who already meet the occupational requirements, and/or large numbers of people being trained for that occupation.

employment levels

This chart reports the projected growth employers predicted for the next two years.

Decline: Employers interviewed predict that there will be a decline in the number of employees they employ in the occupation surveyed.

Remain stable: Employers interviewed predict that the number of employees they employ in the surveyed occupation will not change.

Grow: Employers interviewed predict that the number of employees in the surveyed occupation will increase.

Occupational
t a b l e s

Administrative Services Managers plan, organize, direct, control, or coordinate the supportive services department of businesses, agencies, and organizations. Typical Administrative Services Managers are Program Managers and Contract Administrators. Please do not include Procurement Managers or Managers who spend less than 80% of their time in administrative services.

wages & benefits

wages *non-union & union undetermined*

	low	high	median
Entry level, no experience	\$10.55	\$10.55	\$10.55
Experienced, new to firm	\$ 7.00	\$27.00	\$13.18
Experienced, 3+ yrs. w/firm	\$11.00	\$31.50	\$15.00

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

hours worked *per week*

Full-time	40	On-call	0
Part-time	30	Seasonal	0

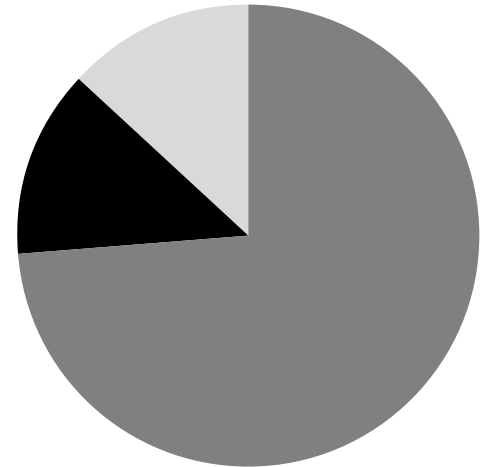
benefits

	employer pays		shared cost		employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	53%	0%	20%	0%	0%	0%
Dental	53%	0%	20%	0%	0%	0%
Vision	53%	0%	20%	0%	0%	0%
Life	53%	0%	20%	0%	0%	0%
Sick leave	67%	0%	13%	0%	0%	0%
Vacation	67%	0%	13%	0%	0%	0%
Retirement	13%	0%	13%	0%	0%	0%
Child care	0%	0%	0%	0%	0%	0%
Other*	0%	0%	13%	0%	0%	0%

*Other benefits include: 401k, profit sharing, stock options

employer requirements

education



- high school diploma (73%)
- associate degree (13%)
- bachelor degree (13%)

experience & training

	yes	no	not req'd but pref'd
--	-----	----	-------------------------

Previous experience required

80%	0%	20%
-----	----	-----

Previous experience required: 34 mos. on average

Training as a substitute for experience

60%	40%	0%
-----	-----	----

19 mos. of training on average can be substituted for experience.

skills & other requirements

Basic/Technical Skills

Basic math
Business math

Communication Skills

Ability to read and follow instructions
Ability to write legibly
Ability to write effectively
Oral communications

Personal Skills

Ability to work under pressure
Ability to work independently
Public contact

Physical Skills

Ability to sit continuously for 2
or more hours

Occupation Specific Skills

Ability to maintain financial records
Ability to manage an activity
or department
Ability to follow purchasing procedures
Ability to follow billing procedures
Office management
Payroll processing
Financial planning
Understanding of inventory techniques

Computer Skills

Word Processing
Spreadsheet

training providers

- Cabrillo College
- Mission Trails
- Santa Clara County Regional
Occupational Program-South (ROP)

Please refer to appendix b for more information on these training providers

employment trends

supply & demand: *difficulty in finding applicants*

	not difficult	moderately difficult	very difficult
Fully experienced & qualified		X	
Inexperienced			X

where the jobs are

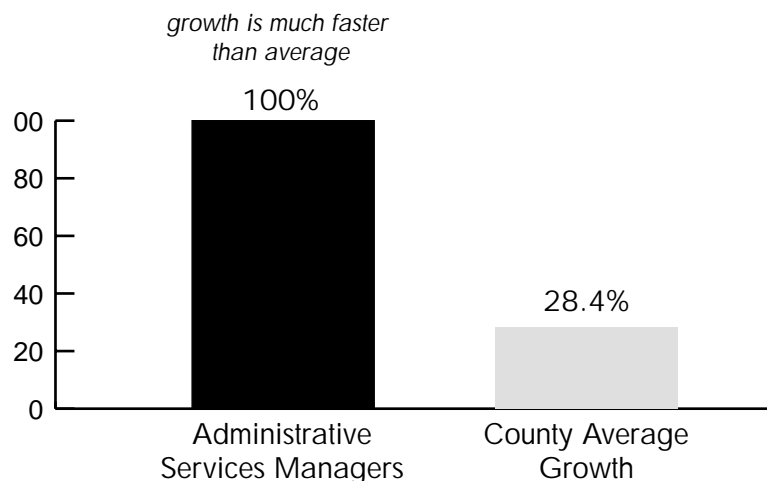
	SIC	percent
Local Government	9030	18.8
Electronic Components, NEC	3679	12.5
Civic and Social Associations	8641	12.5

size of occupation

Range (1995): Small (10)
Gender: Male 63%; Female 37%

projected growth (San Benito County):

projection period 1995-2002



employment levels

Projected growth by employers surveyed

	decline	remain stable	grow
Projected over the next 2 yrs.	0%	53%	47%

assemblers and fabricators

OES: 939560

Assemblers and Fabricators in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. Please include assemblers whose duties are of a non-precision nature. Please do not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations, such as riveting, welding, soldering, machining, or sawing.

wages & benefits

wages *non-union & union undetermined*

	low	high	median
Entry level, no experience	\$ 6.00	\$ 8.50	\$ 7.00
Experienced, new to firm	\$ 7.75	\$16.00	\$ 9.50
Experienced, 3+ yrs. w/firm	\$10.00	\$25.00	\$14.25

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

hours worked *per week*

Full-time	41	On-call	40
Part-time	25	Seasonal	0

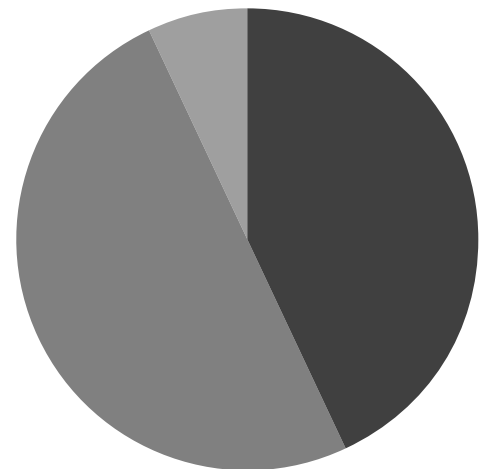
benefits

	employer pays		shared cost		employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	21%	0%	57%	0%	0%	0%
Dental	29%	0%	29%	0%	0%	0%
Vision	0%	0%	14%	0%	0%	0%
Life	14%	0%	0%	0%	0%	0%
Sick leave	21%	0%	7%	0%	0%	0%
Vacation	29%	0%	7%	0%	0%	0%
Retirement	14%	0%	0%	0%	0%	0%
Child care	0%	0%	7%	0%	0%	0%
Other*	7%	0%	0%	0%	0%	0%

* Other benefits include: 401k, profit sharing

employer requirements

education



- less than high school diploma (43%)
- high school diploma (50%)
- graduate study (7%)

experience & training

	yes	no	not req'd but pref'd
Previous experience required	64%	29%	7%
<i>Previous experience required: 20 mos. on average</i>			
Training as a substitute for experience	80%	20%	0%
<i>6 mos. of training on average can be substituted for experience.</i>			

skills & other requirements

Basic/Technical Skills

Basic math
Ability to do arithmetic using fractions and decimals

Communication Skills

Ability to read and follow instructions
Ability to follow oral instructions
Ability to write legibly
Oral communication

Personal Skills

Ability to work independently
Possession of mechanical aptitude

Physical Skills

Good eye-hand coordination
Possession of good colors perception
Manual dexterity

Occupation Specific Skills

Ability to use and read a tape measure
Ability to read blue prints
Ability to read working drawings
Ability to operate power hand tools

training providers

- Hartnell College

Please refer to appendix b for more information on these training providers

employment trends

supply & demand: *difficulty in finding applicants*

	not difficult	moderately difficult	very difficult
Fully experienced & qualified			X
Inexperienced		X	

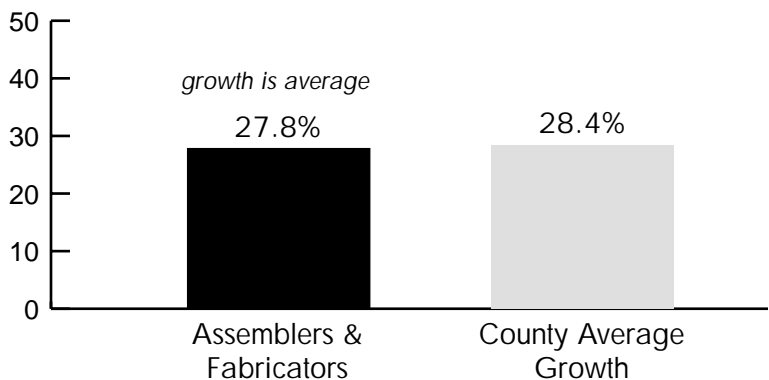
where the jobs are

	SIC	percent
Explosives	2892	32.5
Metal Doors, Sash, and Trim	3442	28.1
Wood Products, NEC	2499	14.7
Relays and Industrial Controls	3625	5.2

size of occupation

Range (1995): Very large (180)
Gender: Male 84%; Female 16%

projected growth (San Benito County): *projection period 1995-2002*



employment levels

Projected growth by employers surveyed

	decline	remain stable	grow
Projected over the next 2 yrs.	0%	14%	86%

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Please do not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

wages & benefits

wages *non-union & union undetermined*

	low	high	median
Entry level, no experience	n/a	n/a	n/a
Experienced, new to firm	\$ 7.00	\$18.00	\$12.23
Experienced, 3+ yrs. w/firm	\$ 9.00	\$20.00	\$15.00

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

hours worked *per week*

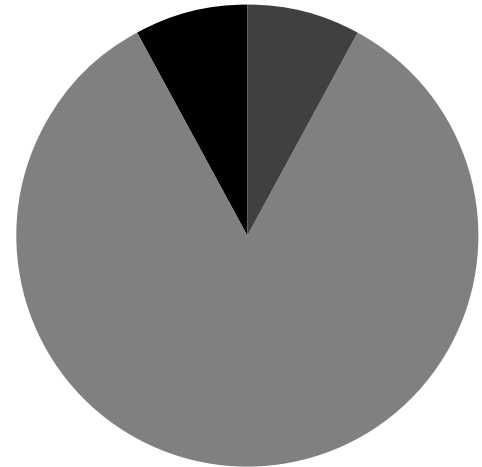
Full-time	41	On-call	0
Part-time	20	Seasonal	0

benefits

	employer pays		shared cost		employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	54%	8%	8%	0%	0%	0%
Dental	54%	8%	8%	0%	0%	0%
Vision	38%	8%	8%	0%	0%	0%
Life	31%	0%	8%	0%	0%	0%
Sick leave	38%	0%	0%	0%	0%	0%
Vacation	62%	8%	0%	0%	0%	0%
Retirement	23%	0%	0%	0%	0%	0%
Child care	0%	0%	8%	0%	0%	0%
Other	0%	0%	0%	0%	0%	0%

employer requirements

education



- less than high school diploma (8%)
- high school diploma or equivalent (85%)
- associate degree (8%)

experience & training

	yes	no	not req'd but pref'd
--	-----	----	-------------------------

Previous experience required

92%	0%	8%
-----	----	----

Previous experience required: 34 mos. on average

Training as a substitute for experience

54%	46%	0%
-----	-----	----

29 mos. of training on average can be substituted for experience.

Licensing/Certification required: ASE (24 months)

skills & other requirements

Basic/Technical Skills

Basic math
Record keeping

Communication Skills

Ability to read and follow instructions
Ability to write legibly
Oral communication

Personal Skills

Ability to provide own hand tools
Ability to work independently
Possession of a good DMV driving record
Possession of a valid driver's license
Willingness to work with close supervision

Occupation Specific Skills

Ability to operate electronic automotive diagnostic tools
Ability to repair breaks
Ability to repair vehicle heaters
Ability to repair vehicle air conditioners
Ability to repair carburetors
Ability to implement safe work practices
Certified in Auto Service Excellence (ASE)

training providers

- Gavilan College
- Mission Trails
- Santa Clara County Regional Occupational Program-South (ROP)

Please refer to appendix b for more information on these training providers

employment trends

supply & demand *(difficulty in finding applicants)*

	not difficult	moderately difficult	very difficult
Fully experienced & qualified			X
Inexperienced			X

where the jobs are

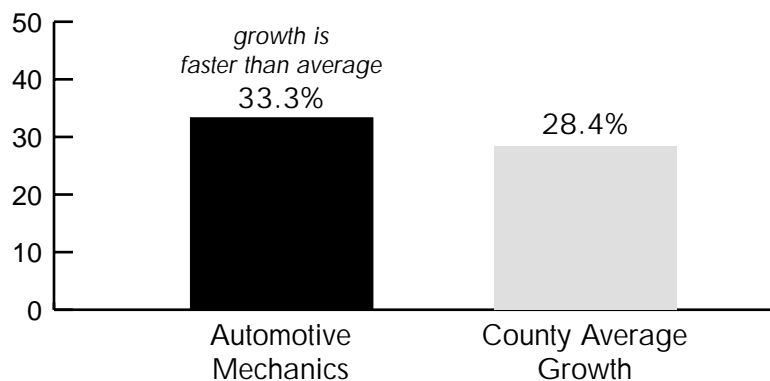
	SIC	percent
New and Used Car Dealers	5511	32.5
General Automotive Repair Shop	7538	32.5
Gasoline Service Stations	5541	9.6
Automotive Repair Shops, NEC	7539	7.2
Auto and Home Supply Stores	5531	6.0

size of occupation

Range (1995): Large (60)
Gender: Male 98%; Female 2%

projected growth (San Benito County):

projection period 1995-2002



employment levels

Projected growth by employers surveyed

	decline	remain stable	grow
Projected over the next 2 yrs.	0%	23%	77%

bookkeeping, accounting, and auditing clerks, including bookkeepers

OES: 553380

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Please do not include individuals whose primary duty is operating special office machines.

wages & benefits

wages *non-union & union undetermined*

	low	high	median
Entry level, no experience	\$ 8.00	\$13.52	\$ 9.50
Experienced, new to firm	\$ 8.00	\$16.00	\$10.50
Experienced, 3+ yrs. w/firm	\$12.00	\$20.00	\$15.27

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

hours worked *per week*

Full-time	40	On-call	0
Part-time	28	Seasonal	0

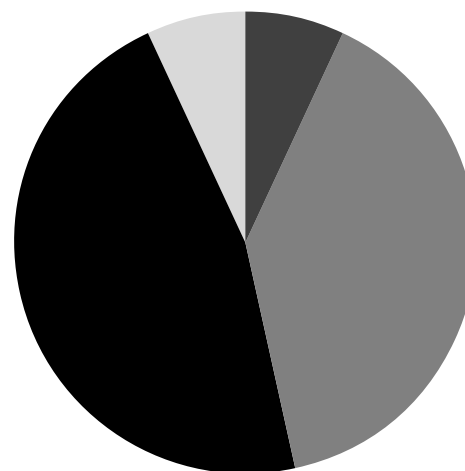
benefits

	employer pays		shared cost		employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	33%	0%	40%	0%	0%	0%
Dental	33%	0%	40%	0%	0%	0%
Vision	33%	0%	13%	0%	0%	0%
Life	33%	0%	7%	0%	0%	0%
Sick leave	47%	7%	0%	0%	0%	0%
Vacation	60%	7%	0%	0%	0%	0%
Retirement	7%	0%	0%	0%	0%	0%
Child care	0%	0%	0%	0%	0%	0%
Other*	0%	0%	7%	0%	0%	0%

* Other benefits include: 401k, stock options

employer requirements

education



- less than high school diploma (7%)
- high school diploma (40%)
- associate degree (47%)
- bachelor degree (7%)

experience & training

	yes	no	not req'd but pref'd
--	-----	----	-------------------------

Previous experience required	67%	27%	7%
------------------------------	-----	-----	----

Previous experience required: 26 mos. on average

Training as a substitute for experience	73%	27%	0%
---	-----	-----	----

18 mos. of training on average can be substituted for experience.

skills & other requirements

Basic/Technical Skills

Basic math
Accounting
Bookkeeping

Communication Skills

Ability to read and follow instructions
Ability to write legibly
Ability to write effectively
Oral communication

Personal Skills

Ability to perform routine, repetitive work
Ability to work independently
Ability to pay attention to detail
Public contact
Willingness to work with close supervision

Physical Skills

Ability to sit continuously for 2 or more hours

Occupation Specific Skills

Ability to operate 10-key adding machine by touch
Ability to use spreadsheet software
Ability to use word processing software
Telephone answering skills

Computer Skills

Word processing
Spreadsheets

training providers

- Cabrillo College
- Gavilan College
- Santa Clara County Regional Occupational Program-South (ROP)

Please refer to appendix b for more information on these training providers

employment trends

supply & demand: *difficulty in finding applicants*

	not difficult	moderately difficult	very difficult
Fully experienced & qualified		X	
Inexperienced		X	

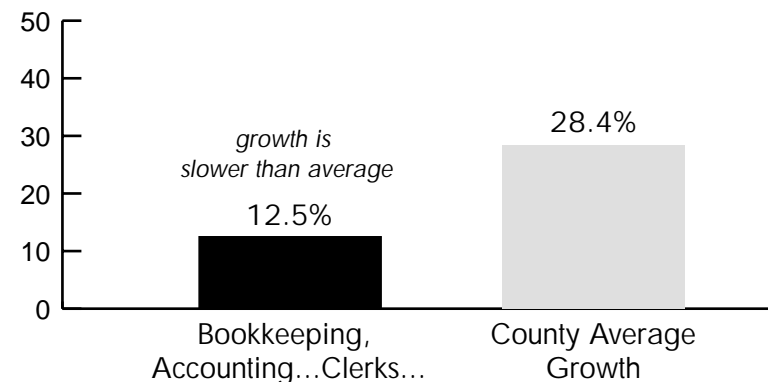
where the jobs are

	SIC	percent
Elementary and Secondary Schools	8211	7.8
Local Government	9030	7.8
Accounting, Auditing, & Bookkeeping	8721	5.6
Eating Places	5812	4.4
Construction Materials, NEC	5039	3.9

size of occupation

Range (1995): Very large (160)
Gender: Male 36%; Female 64%

projected growth (San Benito County): *projection period 1995-2002*



employment levels

Projected growth by employers surveyed

	decline	remain stable	grow
Projected over the next 2 yrs.	0%	80%	20%

Counter and Rental Clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.

wages & benefits

wages *non-union & union undetermined*

	low	high	median
Entry level, no experience	\$ 5.75	\$ 8.00	\$ 6.50
Experienced, new to firm	\$ 5.75	\$10.00	\$ 7.50
Experienced, 3+ yrs. w/firm	\$ 6.50	\$13.00	\$10.00

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

hours worked *per week*

Full-time	40	On-call	40
Part-time	24	Seasonal	0

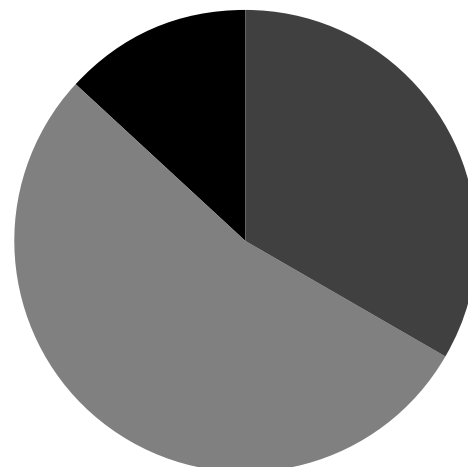
benefits

	employer pays		shared cost		employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	27%	0%	27%	13%	0%	0%
Dental	27%	0%	13%	13%	0%	0%
Vision	27%	0%	7%	13%	0%	0%
Life	7%	7%	7%	7%	0%	0%
Sick leave	13%	7%	7%	7%	0%	0%
Vacation	27%	7%	7%	7%	0%	0%
Retirement	7%	0%	0%	0%	0%	0%
Child care	0%	7%	0%	0%	0%	0%
Other*	0%	0%	7%	0%	0%	0%

* Other benefits include: 401k

employer requirements

education



- less than high school diploma (33%)
- high school diploma (53%)
- associate degree (13%)

experience & training

	yes	no	not req'd but pref'd
--	-----	----	-------------------------

Previous experience required	20%	47%	33%
------------------------------	-----	-----	-----

Previous experience required: 7 mos. on average

Training as a substitute for experience	63%	38%	0%
---	-----	-----	----

3 mos. of training on average can be substituted for experience.

skills & other requirements

Basic/Technical Skills

Basic math

Communication Skills

Ability to read and follow instructions

Oral communication

Personal Skills

Ability to work under pressure

Ability to work independently

Customer service

Willingness to work with close supervision

Physical Skills

Ability to stand continuously for 2 or more hours

Occupation Specific Skills

Cash handling

Ability to operate a cash register

Computer Skills

General computer skills

Computerized cash register

training providers

- Mission Trails

Please refer to appendix b for more information on these training providers

employment trends

supply & demand: *difficulty in finding applicants*

	not difficult	moderately difficult	very difficult
Fully experienced & qualified		X	
Inexperienced		X	

where the jobs are

	SIC	percent
Video Tape Rental	7841	35.6
Public Golf Courses	7992	25.4
Drycleaning Plants, Except Rug	7216	10.2
Passenger Car Rental	7514	8.5
Garment Pressing & Cleaners, Agents	7212	6.8

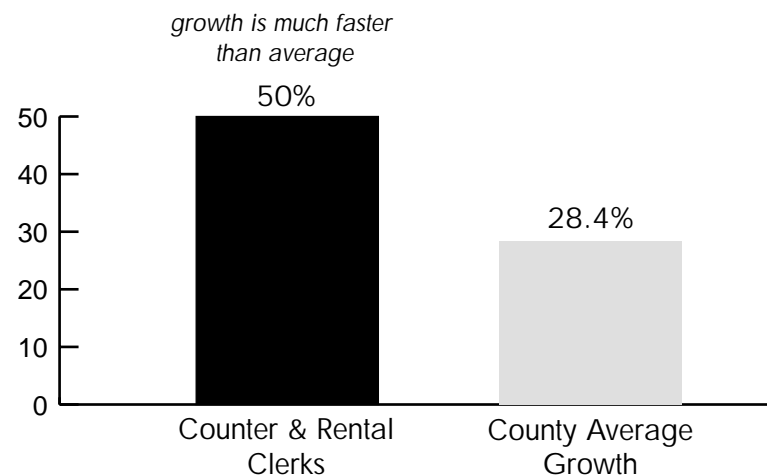
size of occupation

Range (1995): Large (40)

Gender: Male 52%; Female 48%

projected growth (San Benito County):

projection period 1995-2002



employment levels

Projected growth by employers surveyed

	decline	remain stable	grow
Projected over the next 2 yrs.	7%	47%	47%

Food Service Managers plan, organize, direct, control, or coordinate activities of an organization or department that serves food and/or beverages. Please include Food and Beverage Directors.

wages & benefits

wages *non-union & union undetermined*

	low	high	median
Entry level, no experience	\$ 5.75	\$11.62	\$ 5.75
Experienced, new to firm	\$ 5.75	\$ 15.58	\$ 8.63
Experienced, 3+ yrs. w/firm	\$ 7.50	\$18.22	\$10.50

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

hours worked *per week*

Full-time	43	On-call	0
Part-time	26	Seasonal	0

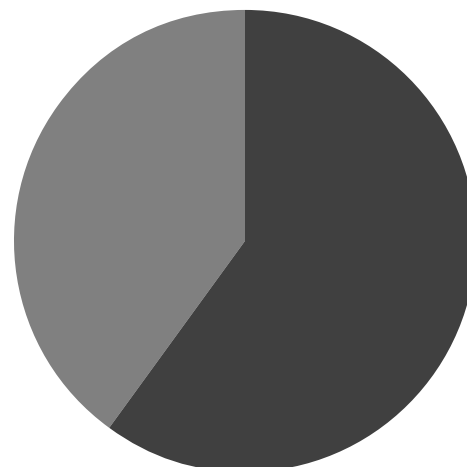
benefits

	employer pays		shared cost		employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	20%	7%	20%	7%	0%	0%
Dental	13%	7%	20%	7%	0%	0%
Vision	13%	7%	13%	0%	0%	0%
Life	20%	7%	7%	0%	0%	0%
Sick leave	27%	7%	0%	0%	0%	0%
Vacation	27%	7%	7%	7%	0%	0%
Retirement	0%	0%	0%	0%	0%	0%
Child care	0%	0%	0%	0%	0%	0%
Other*	7%	7%	7%	0%	0%	0%

* Other benefits include: 401k, profit sharing

employer requirements

education



- less than high school diploma (60%)
- high school diploma (40%)

experience & training

	yes	no	not req'd but pref'd
--	-----	----	-------------------------

Previous experience required	40%	40%	20%
------------------------------	-----	-----	-----

Previous experience required: 13 mos. on average

Training as a substitute for experience	78%	22%	0%
---	-----	-----	----

6 mos. of training on average can be substituted for experience.

skills & other requirements

Basic/Technical Skills

Business math
Record keeping

Communication Skills

Ability to read and follow instructions
Ability to write legibly
Ability to write effectively
Oral communication

Personal Skills

Ability to work independently
Ability to work under pressure
Customer service
Problem solving
Public contact
Willingness to work with close supervision

Occupation Specific Skills

Ability to maintain financial records
Ability to manage an activity or department
Ability to plan and organize the work of others
Ability to follow purchasing procedures
Ability to hire and assign personnel
Record keeping
Understanding of inventory techniques
Food preparation
Catering

training providers

- Cabrillo College
- Mission Trails
- Santa Clara County Regional Occupational Program-South (ROP)

Please refer to appendix b for more information on these training providers

employment trends

supply & demand: *difficulty in finding applicants*

	not difficult	moderately difficult	very difficult
Fully experienced & qualified		X	
Inexperienced		X	

where the jobs are

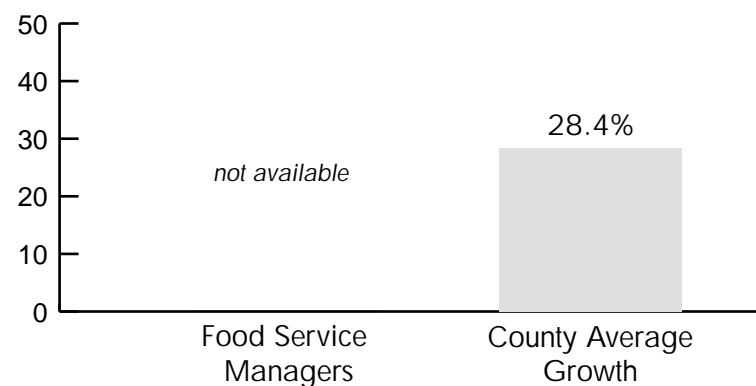
	SIC	percent
information not available		

size of occupation

Range (1995): Not available
Gender: Male 56%; Female 44%

projected growth (San Benito County):

projection period 1995-2002



employment levels

Projected growth by employers surveyed

	decline	remain stable	grow
Projected over the next 2 yrs.	0%	27%	73%

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Please do not include workers whose duties are narrowly defined.

wages & benefits

wages *non-union & union undetermined*

	low	high	median
Entry level, no experience	\$ 7.00	\$14.38	\$ 8.00
Experienced, new to firm	\$ 7.00	\$12.50	\$ 9.85
Experienced, 3+ yrs. w/firm	\$10.00	\$16.78	\$12.00

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

hours worked *per week*

Full-time	40	On-call	0
Part-time	26	Seasonal	0

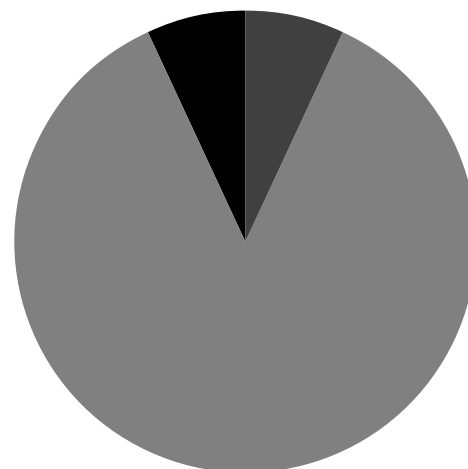
benefits

	employer pays		shared cost		employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	40%	0%	40%	0%	0%	0%
Dental	40%	0%	27%	0%	0%	0%
Vision	20%	0%	33%	0%	0%	0%
Life	40%	0%	0%	0%	0%	0%
Sick leave	53%	0%	0%	0%	0%	0%
Vacation	60%	0%	0%	0%	0%	0%
Retirement	0%	0%	0%	0%	0%	0%
Child care	7%	0%	0%	0%	0%	0%
Other*	20%	0%	0%	0%	0%	0%

* Other benefits include: 401k

employer requirements

education



- less than high school diploma (7%)
- high school diploma (87%)
- bachelor degree (7%)

experience & training

	yes	no	not req'd but pref'd
--	-----	----	-------------------------

Previous experience required	60%	27%	13%
------------------------------	-----	-----	-----

Previous experience required: 21 mos. on average

Training as a substitute for experience	45%	55%	0%
---	-----	-----	----

6 mos. of training on average can be substituted for experience.

skills & other requirements

Basic/Technical Skills

Basic math
Record keeping

Communication Skills

Ability to write legibly
Ability to write effectively
Ability to read and follow instructions
Oral communication
Telephone answering
English grammar, spelling & punctuation

Personal Skills

Ability to work independently
Ability to perform routine, repetitive work
Willingness to work with close supervision
Public contact

Occupation Specific Skills

Alphabetic & numeric filing skills
Ability to operate 10-key adding machine by touch
Ability to operate a transcribing machine
Ability to type at least 45 wpm

Computer Skills

Word processing
Spreadsheet
Database

training providers

- Cabrillo College
- Gavilan College
- Hartnell College
- Mission Trails

Please refer to appendix b for more information on these training providers

employment trends

supply & demand: *difficulty in finding applicants*

	not difficult	moderately difficult	very difficult
Fully experienced & qualified	X		
Inexperienced	X		

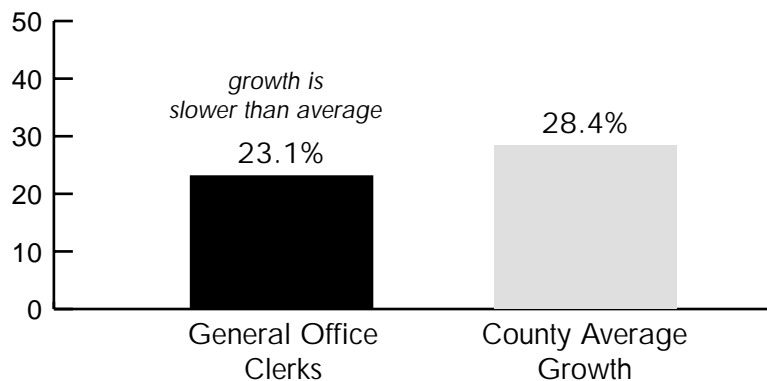
where the jobs are

	SIC	percent
Elementary and Secondary Schools	8211	15.5
Grocery Stores	5411	6.2
Help Supply Services	7363	3.7
Drugs, Proprietaries, and Sundries	5122	3.4
Department Stores	5311	2.8

size of occupation

Range (1995): Very large (260)
Gender: Male 0%; Female 100%

projected growth (San Benito County): *projection period 1995-2002*



employment levels

Projected growth by employers surveyed

	decline	remain stable	grow
Projected over the next 2 yrs.	0%	73%	27%

Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Please do not include Logging Tractor Operators.

wages & benefits

wages *non-union & union undetermined*

	low	high	median
Entry level, no experience	\$ 5.75	\$ 8.00	\$ 7.00
Experienced, new to firm	\$ 6.25	\$16.30	\$ 8.50
Experienced, 3+ yrs. w/firm	\$ 6.25	\$16.30	\$11.12

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

hours worked *per week*

Full-time	40	On-call	0
Part-time	24	Seasonal	0

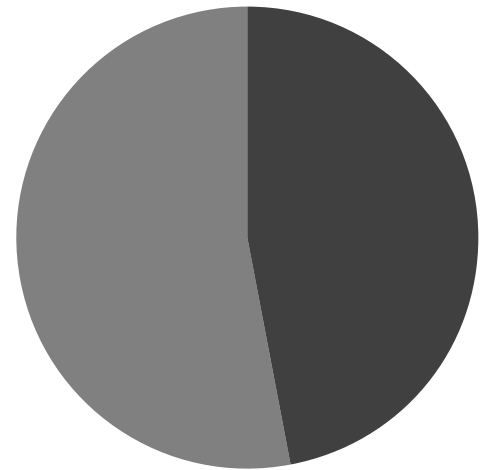
benefits

	employer pays		shared cost		employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	60%	0%	7%	0%	0%	0%
Dental	47%	0%	7%	0%	0%	0%
Vision	20%	0%	7%	0%	0%	0%
Life	27%	0%	7%	0%	0%	0%
Sick leave	40%	0%	0%	0%	0%	0%
Vacation	40%	0%	0%	0%	0%	0%
Retirement	0%	0%	0%	0%	0%	0%
Child care	0%	0%	0%	0%	0%	0%
Other*	0%	0%	13%	0%	0%	0%

* Other benefits include: 401k, profit sharing, stock options

employer requirements

education



- less than high school diploma (47%)
- high school diploma (53%)

experience & training

	yes	no	not req'd but pref'd
--	-----	----	-------------------------

Previous experience required	60%	27%	13%
------------------------------	-----	-----	-----

Previous experience required: 19 mos. on average

Training as a substitute for experience	27%	73%	0%
---	-----	-----	----

9 mos. of training on average can be substituted for experience.

skills & other requirements

Personal Skills

Ability to work independently

Occupation Specific Skills

Possession of a valid driver's license

training providers

- Mission Trails

Please refer to appendix b for more information on these training providers

employment trends

supply & demand: *difficulty in finding applicants*

	not difficult	moderately difficult	very difficult
Fully experienced & qualified		X	
Inexperienced	X		

where the jobs are

	SIC	percent
Canned Fruits and Vegetables	2033	46.4
Concrete Products, NEC	3272	16.5
Farm Supplies	5191	11.3
Wines, Brandy & Brandy Spirits	2084	7.2
Lumber, Plywood & Millwork (Wholesale)	5031	5.2
Lumber & Other Building Material (Retail)	5211	5.2

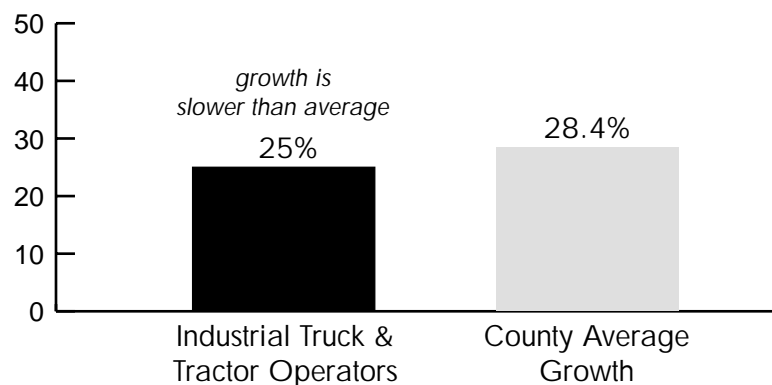
size of occupation

Range (1995): Very large (80)

Gender: Male 97%; Female 3%

projected growth (San Benito County):

projection period 1995-2002



employment levels

Projected growth by employers surveyed

	decline	remain stable	grow
Projected over the next 2 yrs.	0%	67%	33%

Lodging Managers plan, organize, direct, control, or coordinate activities or an organization of department that provides lodging such as hotels, motels, or tourist courts.

wages & benefits

wages *non-union & union undetermined*

	low	high	median
Entry level, no experience	\$ 5.75	\$ 8.70	\$ 8.63
Experienced, new to firm	\$ 5.75	\$14.14	\$11.75
Experienced, 3+ yrs. w/firm	\$ 7.19	\$14.60	\$14.40

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

hours worked *per week*

Full-time	40	On-call	0
Part-time	20	Seasonal	0

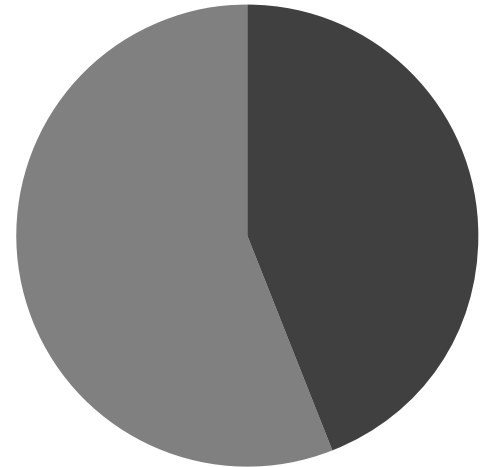
benefits

	employer pays		shared cost		employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	11%	0%	0%	0%	0%	0%
Dental	0%	0%	0%	0%	0%	0%
Vision	0%	0%	0%	0%	0%	0%
Life	0%	0%	0%	0%	0%	0%
Sick leave	0%	0%	0%	0%	0%	0%
Vacation	0%	0%	0%	0%	0%	0%
Retirement	0%	0%	0%	0%	0%	0%
Child care	0%	0%	0%	0%	0%	0%
Other*	0%	0%	0%	0%	0%	0%

* Other benefits include: 401k, profit sharing, stock options

employer requirements

education



■ less than high school diploma (44%)
■ high school diploma (56%)

experience & training

	yes	no	not req'd but pref'd
--	-----	----	-------------------------

Previous experience required	44%	44%	11%
------------------------------	-----	-----	-----

Previous experience required: 34 mos. on average

Training as a substitute for experience	80%	20%	0%
---	-----	-----	----

9 mos. of training on average can be substituted for experience.

skills & other requirements**Basic/Technical Skills**

Basic math
Business math
Record keeping

Communication Skills

Ability to read and follow instructions
Ability to write legibly
Ability to write effectively
Oral communication

Personal Skills

Ability to work under pressure
Ability to work independently
Customer service
Public contact

Physical Skills

Ability to stand continuously for 2 or more hours
Ability to lift at least 20 pounds

Occupation Specific Skills

Ability to maintain financial records
Ability to manage an activity or department
Ability to plan and organize the work of others
Ability to follow purchasing procedures
Ability to hire and assign personnel
Problem solving

training providers

- Santa Clara County Regional Occupational Program-South (ROP)

Please refer to appendix b for more information on these training providers

employment trends**supply & demand:** *difficulty in finding applicants*

	not difficult	moderately difficult	very difficult
Fully experienced & qualified	X		
Inexperienced		X	

where the jobs are

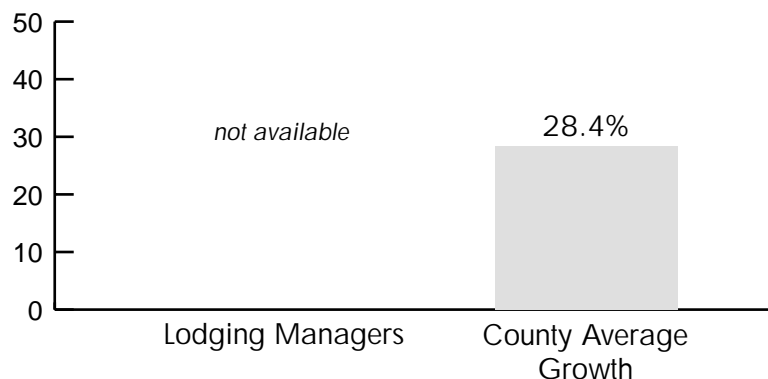
	SIC	percent
information not available		

size of occupation

Range (1995): Not available
Gender: Male 42%; Female 58%

projected growth (San Benito County):

projection period 1995-2002

**employment levels**

Projected growth by employers surveyed

	decline	remain stable	grow
Projected over the next 2 yrs.	0%	89%	11%

Machinery Maintenance Mechanics repair and maintain the operating condition of industrial production and processing machinery, printing machinery, and refinery and pipeline distribution systems. Their duties include repairing in accordance with diagrams, operating manuals, or manufacturer's specifications, machinery and mechanical equipment, such as pumps, conveyor systems, and motors. Please do not include Millwrights and Mobile Heavy Equipment Mechanics, such as crane, bulldozer, grader, or conveyor mechanics.

wages & benefits

wages *union, non-union & union undetermined*

	low	high	median
Entry level, no experience	\$ 6.00	\$ 7.00	\$ 6.80
Experienced, new to firm	\$ 8.00	\$16.78	\$12.25
Experienced, 3+ yrs. w/firm	\$11.00	\$21.58	\$17.75

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

hours worked *per week*

Full-time	41	On-call	0
Part-time	0	Seasonal	0

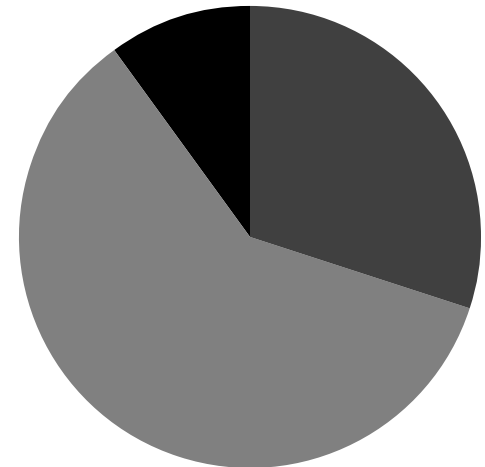
benefits

	employer pays		shared cost		employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	50%	0%	40%	0%	0%	0%
Dental	50%	0%	40%	0%	0%	0%
Vision	40%	0%	40%	0%	10%	0%
Life	50%	0%	40%	0%	0%	0%
Sick leave	60%	0%	30%	0%	0%	0%
Vacation	60%	0%	30%	0%	0%	0%
Retirement	0%	0%	0%	0%	0%	0%
Child care	0%	0%	0%	0%	0%	0%
Other*	0%	0%	30%	0%	10%	0%

* Other benefits include: 401k, profit sharing

employer requirements

education



- less than high school diploma (30%)
- high school diploma (60%)
- associate degree (10%)

experience & training

	yes	no	not req'd but pref'd
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Previous experience required	80%	20%	0%
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Previous experience required: 41 mos. on average

Training as a substitute for experience	13%	88%	0%
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36 mos. of training on average can be substituted for experience.

skills & other requirements

Basic/Technical Skills

Basic math
Shop math
Knowledge of electronic technology

Communication Skills

Ability to read and follow instructions
Ability to write legibly
Ability to write effectively
Oral communication

Personal Skills

Possession of mechanical aptitude

Physical Skills

Manual dexterity
Ability to perform strenuous, physically demanding work
Possession of agility and coordination

Occupation Specific

Ability to read blueprints
Ability to operate precision measuring tools
Ability to operate power hand tools
Ability to use service manuals

Computer Skills

Word Processing
Spreadsheets

training providers

- Hartnell College
- Mission Trails
- Santa Clara County Regional Occupational Program-South (ROP)

Please refer to appendix b for more information on these training providers

employment trends

supply & demand: *difficulty in finding applicants*

	not difficult	moderately difficult	very difficult
Fully experienced & qualified		X	
Inexperienced		X	

where the jobs are

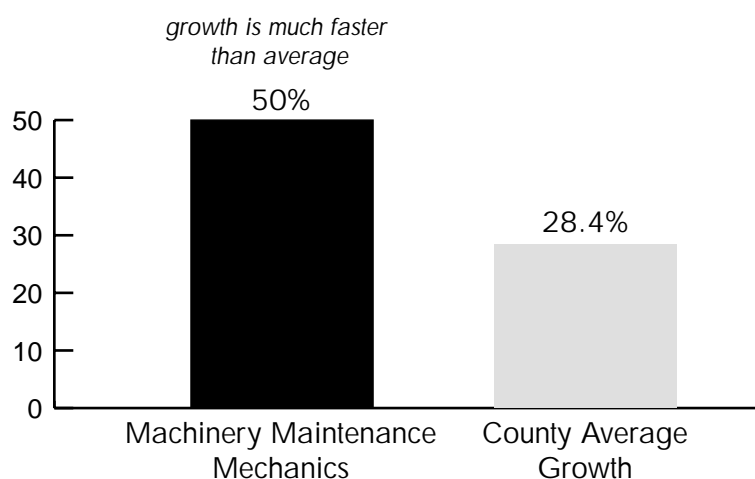
	SIC	percent
Canned Fruits and Vegetables	2033	58.2
Concrete Products	3272	25.5
Search and Navigation Equipment	3812	7.3
Metal Stampings, NEC	3469	5.5

size of occupation

Range (1995): Large (40)
Gender: Male 100%; Female 0%

projected growth (San Benito County):

projection period 1995-2002



employment levels

Projected growth by employers surveyed

	decline	remain stable	grow
Projected over the next 2 yrs.	0%	30%	70%

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

wages & benefits

wages *union, non-union & union undetermined*

	low	high	median
Entry level, no experience	\$ 5.75	\$15.00	\$ 7.25
Experienced, new to firm	\$ 8.00	\$20.00	\$14.00
Experienced, 3+ yrs. w/firm	\$10.00	\$27.50	\$17.50

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

hours worked *per week*

Full-time	40	On-call	0
Part-time	20	Seasonal	0

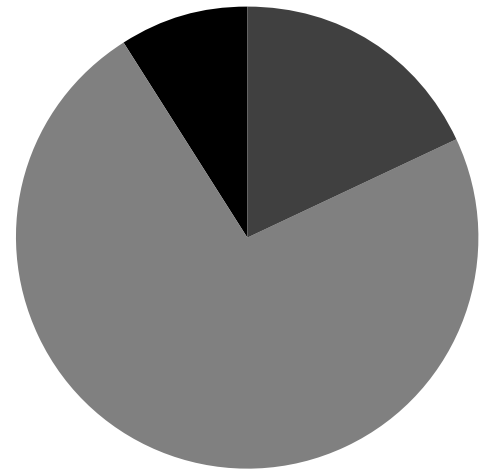
benefits

	employer pays		shared cost		employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	64%	0%	0%	0%	0%	0%
Dental	64%	0%	0%	0%	0%	0%
Vision	45%	0%	0%	0%	0%	0%
Life	36%	0%	0%	0%	0%	0%
Sick leave	45%	0%	0%	0%	0%	0%
Vacation	55%	0%	0%	0%	9%	0%
Retirement	0%	0%	0%	0%	0%	0%
Child care	0%	0%	0%	0%	0%	0%
Other*	0%	0%	18%	0%	0%	0%

* Other benefits include: 401k, profit sharing

employer requirements

education



- less than high school diploma (18%)
- high school diploma (73%)
- associate degree (9%)

experience & training

	yes	no	not req'd but pref'd
--	-----	----	-------------------------

Previous experience required	36%	27%	36%
------------------------------	-----	-----	-----

Previous experience required: 21 mos. on average

Training as a substitute for experience	38%	63%	0%
---	-----	-----	----

16 mos. of training on average can be substituted for experience.

skills & other requirements

Basic/Technical Skills

Basic math
Record keeping

Communication Skills

Ability to read and follow instructions
Ability to write legibly
Oral communication

Personal Skills

Ability to work independently
Willingness to work with close supervision

Physical Skills

Ability to lift at least 50 pounds repeatedly

Occupation Specific Skills

Ability to read blueprints
Ability to operate power hand tools
Electrical repair

training providers

- Hartnell College
- Mission Trails
- Santa Clara County Regional Occupational Program-South (ROP)

Please refer to appendix b for more information on these training providers

employment trends

supply & demand: *difficulty in finding applicants*

	not difficult	moderately difficult	very difficult
Fully experienced & qualified			X
Inexperienced			X

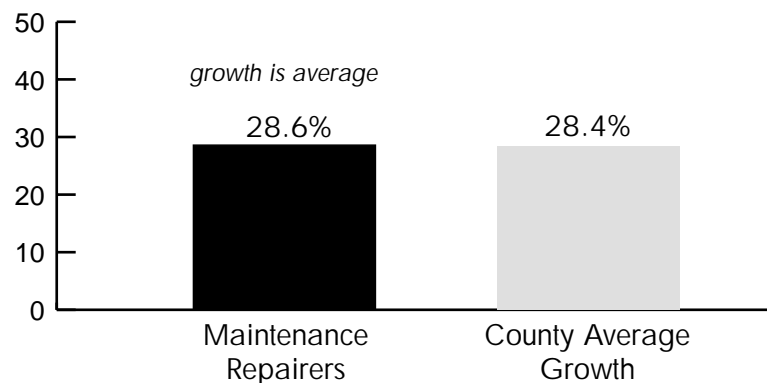
where the jobs are

	SIC	percent
Elementary and Secondary Schools	8211	18.6
Public Golf Courses	7992	7.7
Federal Government	9010	5.5
Construction Sand and Gravel	1442	4.9

size of occupation

Range (1995): Very large (140)
Gender: Male 100%; Female 0%

projected growth (San Benito County): *projection period 1995-2002*



employment levels

Projected growth by employers surveyed

	decline	remain stable	grow
Projected over the next 2 yrs.	0%	45%	55%

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Please do not include Psychiatric Aides and Home Health Aides.

wages & benefits

wages *union, non-union & union undetermined*

	low	high	median
Entry level, no experience	n/a	n/a	n/a
Experienced, new to firm	\$ 5.75	\$14.75	\$10.00
Experienced, 3+ yrs. w/firm	\$ 6.62	\$25.00	\$10.50

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

hours worked *per week*

Full-time	40	On-call	0
Part-time	28	Seasonal	0

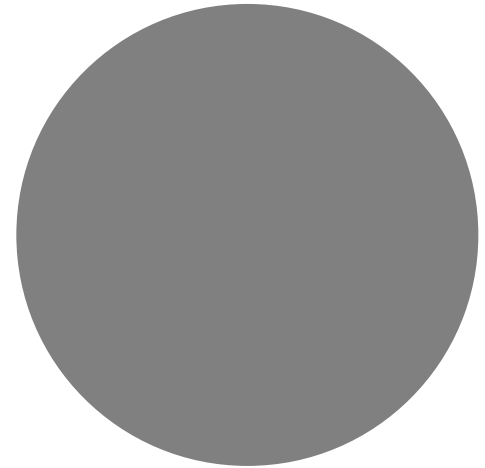
benefits

	employer pays		shared cost		employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	33%	11%	44%	11%	11%	0%
Dental	33%	11%	33%	11%	11%	0%
Vision	22%	11%	33%	0%	11%	0%
Life	22%	11%	33%	11%	11%	0%
Sick leave	56%	22%	11%	0%	11%	0%
Vacation	56%	22%	11%	0%	11%	0%
Retirement	0%	0%	0%	0%	11%	0%
Child care	0%	0%	0%	0%	11%	0%
Other*	0%	0%	0%	0%	0%	0%

* Other benefits include: 401k, profit sharing, stock options

employer requirements

education



■ high school diploma (100%)

experience & training

	yes	no	not req'd but pref'd
--	-----	----	-------------------------

	yes	no	not req'd but pref'd
Previous experience required	100%	0%	0%

Previous experience required: 14 mos. on average

	yes	no	not req'd but pref'd
Training as a substitute for experience	11%	89%	0%

12 mos. of training on average can be substituted for experience.

Licensing/Certification required: Certified Nurse Aide (12 months)

skills & other requirements

Communication Skills

Ability to read and follow instructions
 Ability to write legibly
 Ability to write effectively
 Oral communication

Personal Skills

Ability to handle a crisis situation
 Willingness to work with
 close supervision

Physical Skills

Ability to lift at least 20 pounds

Occupation Specific Skills

Ability to provide personal services
 to patients
 Ability to administer emergency first aid
 Ability to apply transferring techniques
 moving patients

training providers

- Cabrillo College
- Gavilan College
- Hartnell College
- Santa Clara County Regional
Occupational Program-South (ROP)

Please refer to appendix b for more information on these training providers

employment trends

supply & demand: *difficulty in finding applicants*

	not difficult	moderately difficult	very difficult
Fully experienced & qualified			X
Inexperienced	X		

where the jobs are

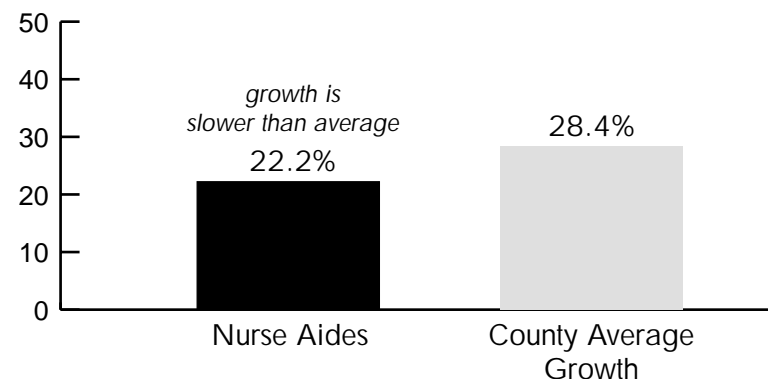
	SIC	percent
Nursing and Personal Care, NEC	8059	50.9
General Medical & Surgical Hospital	8062	37.0
Residential Care	8361	12.0

size of occupation

Range (1995): Very large (90)
 Gender: Male 9%; Female 91%

projected growth (San Benito County):

projection period 1995-2002



employment levels

Projected growth by employers surveyed

	decline	remain stable	grow
Projected over the next 2 yrs.	0%	67%	33%

purchasing agents- except wholesale, retail and farm products OES: 213080

Purchasing Agents, except Wholesale, Retail and Farm Products, purchase raw or semi-finished materials for manufacturing. They also purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Please include contract specialists, field contractors, purchasers, price analysts, tooling coordinators, and media buyers.

wages & benefits

wages *non-union & union undetermined*

	low	high	median
Entry level, no experience	\$ 6.00	\$26.00	\$16.00
Experienced, new to firm	\$ 6.50	\$23.97	\$12.75
Experienced, 3+ yrs. w/firm	\$ 8.00	\$28.77	\$17.50

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

hours worked *per week*

Full-time	41	On-call	0
Part-time	25	Seasonal	0

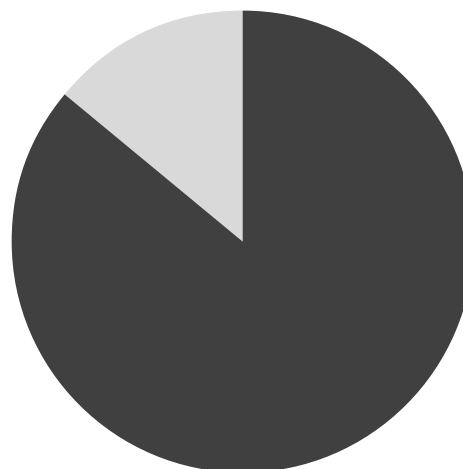
benefits

	employer pays		shared cost		employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	93%	0%	0%	0%	0%	0%
Dental	93%	0%	0%	0%	0%	0%
Vision	71%	0%	0%	0%	0%	0%
Life	71%	0%	0%	0%	0%	0%
Sick leave	86%	0%	0%	0%	0%	0%
Vacation	93%	0%	0%	0%	0%	0%
Retirement	0%	0%	0%	0%	0%	0%
Child care	21%	0%	7%	0%	7%	0%
Other*	21%	0%	36%	0%	0%	0%

* Other benefits include: 401k, profit sharing, stock options

employer requirements

education



■ high school diploma (86%)
■ bachelor degree (14%)

experience & training

	yes	no	not req'd but pref'd
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Previous experience required	86%	0%	14%
------------------------------	-----	----	-----

Previous experience required: 18 mos. on average

Training as a substitute for experience	64%	36%	0%
---	-----	-----	----

17 mos. of training on average can be substituted for experience.

skills & other requirements

Basic/Technical Skills

Basic math
Business math
Record keeping

Communication Skills

Ability to read and follow instructions
Ability to write legibly
Oral communication
Verbal presentation

Personal Skills

Ability to work under pressure
Ability to work independently
Analytical
Public contact
Negotiation

Physical Skills

Ability to sit continuously for 2+ hours
Ability to lift at least 20 pounds

Occupational Skills

Ability to follow purchasing procedures
Ability to apply sale techniques
Ability to access and analyze market conditions
Ability to apply Materials Resource Planning (MRP)
Ability to use supply catalogs
Understanding of inventory control systems
Ability to demonstrate knowledge of specific products
Ability to use trade journals
Ability to maintain good business relationships

training providers

Training specific to this occupation is not available. General Business & Business Office Technology are the closest related areas of training.

employment trends

supply & demand: *difficulty in finding applicants*

	not difficult	moderately difficult	very difficult
Fully experienced & qualified	X		
Inexperienced		X	

where the jobs are

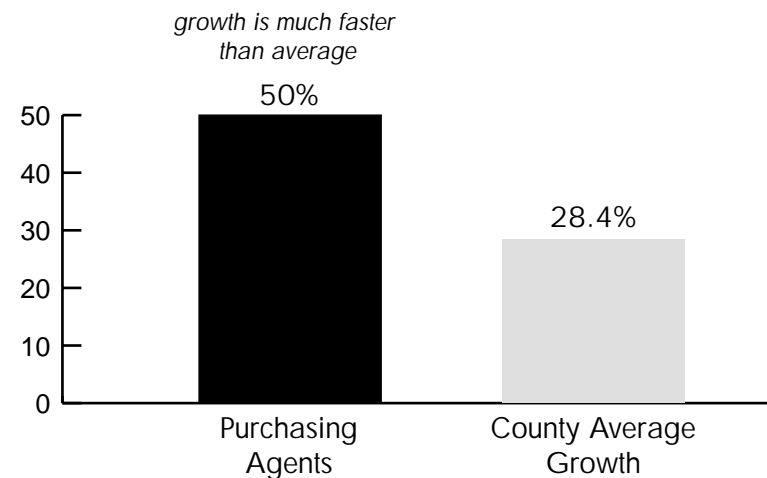
	SIC	percent
Electrical Work	1731	20.0
Relays and Industrial Controls	3625	16.7

size of occupation

Range (1995): Medium (20)
Gender: Male 56%; Female 44%

projected growth (San Benito County):

projection period 1995-2002



employment levels

Projected growth by employers surveyed

	decline	remain stable	grow
Projected over the next 2 yrs.	0%	50%	50%

Purchasing Managers plan, organize, direct, control, or coordinate the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, or services. Please include wholesale or retail trade merchandising managers.

wages & benefits

wages *non-union & union undetermined*

	low	high	median
Entry level, no experience	\$ 6.75	\$ 7.00	\$ 6.88
Experienced, new to firm	\$ 7.00	\$17.98	\$12.59
Experienced, 3+ yrs. w/firm	\$ 8.50	\$22.50	\$14.45

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

hours worked *per week*

Full-time	40	On-call	0
Part-time	0	Seasonal	0

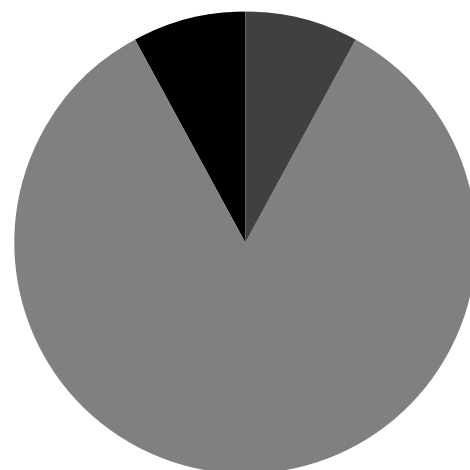
benefits

	employer pays		shared cost		employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	75%	0%	8%	0%	0%	0%
Dental	67%	0%	8%	0%	0%	0%
Vision	58%	0%	8%	0%	0%	0%
Life	75%	0%	0%	0%	0%	0%
Sick leave	67%	0%	8%	0%	0%	0%
Vacation	75%	0%	8%	0%	0%	0%
Retirement	25%	0%	0%	0%	0%	0%
Child care	0%	0%	8%	0%	8%	0%
Other*	0%	0%	17%	0%	0%	0%

* Other benefits include: 401k, profit sharing, stock options

employer requirements

education



- less than high school diploma (8%)
- high school diploma or equivalent (83%)
- associate degree (8%)

experience & training

	yes	no	not req'd but pref'd
--	-----	----	-------------------------

Previous experience required	75%	0%	25%
------------------------------	-----	----	-----

Previous experience required: 27 mos. on average

Training as a substitute for experience	50%	50%	0%
---	-----	-----	----

9 mos. of training on average can be substituted for experience.

skills & other requirements

Basic/Technical Skills

Basic math
Business math

Communication Skills

Ability to read and follow instructions
Ability to write legibly
Ability to write effectively
Oral communication

Personal Skills

Ability to work under pressure
Ability to work independently
Interpersonal

Physical Skills

Ability to lift at least 20 pounds

Occupation Specific Skills

Ability to access and analyze market conditions
Ability to follow purchasing procedures
Knowledge of vendors and suppliers
Negotiation
Problem solving
Technical knowledge of supplies and equipment procured
Understanding of contract law

training providers

- Gavilan College

Please refer to appendix b for more information on these training providers

employment trends

supply & demand: *difficulty in finding applicants*

	not difficult	moderately difficult	very difficult
Fully experienced & qualified		X	
Inexperienced		X	

where the jobs are

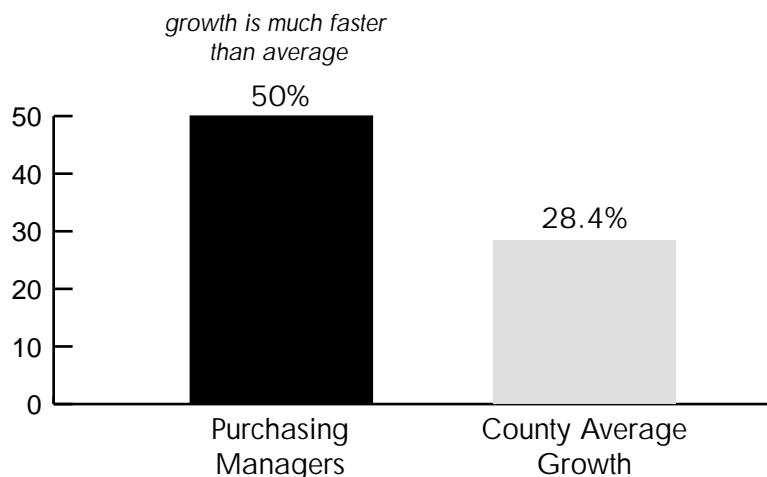
	SIC	percent
Canned Fruits and Vegetables	2033	10.7
Grocery Stores	5411	10.7
Public Golf Courses	7992	10.7
Concrete Products	3272	7.1
Metal Door, Sash, and Trim	3442	7.1
Relays and Industrial Controls	3625	7.1
Lumber, Plywood, and Millwork	5031	7.1

size of occupation

Range (1995): Medium (20)
Gender: Male 67%; Female 33%

projected growth (San Benito County):

projection period 1995-2002



employment levels

Projected growth by employers surveyed

	decline	remain stable	grow
Projected over the next 2 yrs.	0%	25%	75%

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Please do not include Nursing Instructors and Teachers.

wages & benefits

wages *non-union & union undetermined*

	low	high	median
Entry level, no experience	\$ 8.00	\$16.78	\$12.39
Experienced, new to firm	\$10.00	\$22.70	\$17.14
Experienced, 3+ yrs. w/firm	\$12.00	\$25.52	\$19.25

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

hours worked *per week*

Full-time	40	On-call	0
Part-time	28	Seasonal	0

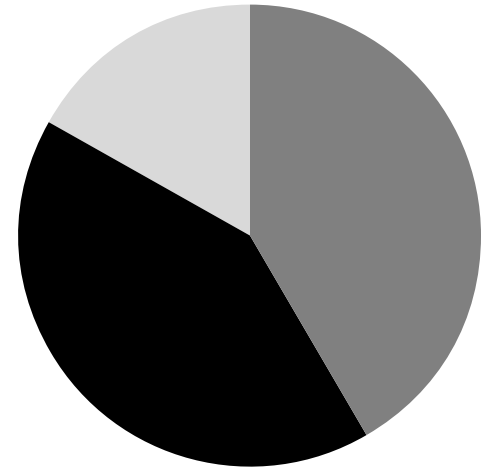
benefits

	employer pays		shared cost		employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	50%	8%	17%	8%	8%	0%
Dental	50%	8%	8%	8%	8%	0%
Vision	33%	8%	17%	8%	8%	0%
Life	33%	8%	8%	8%	0%	0%
Sick leave	50%	17%	0%	0%	0%	0%
Vacation	50%	17%	0%	0%	0%	0%
Retirement	0%	0%	0%	0%	0%	0%
Child care	8%	0%	0%	0%	0%	0%
Other*	0%	0%	25%	0%	0%	0%

*Other benefits include: 401k

employer requirements

education



- high school diploma (42%)
- associate degree (42%)
- bachelor degree (17%)

experience & training

	yes	no	not req'd but pref'd
--	-----	----	-------------------------

Previous experience required

83%	8%	8%
-----	----	----

Previous experience required: 15 mos. on average

Training as a substitute for experience

36%	64%	0%
-----	-----	----

11 mos. of training on average can be substituted for experience.

Licensing/Certification required: Registered Nurse State License (24 mos.)

skills & other requirements

Basic/Technical Skills

Record keeping

Communication Skills

Ability to read and follow instructions

Ability to write legibly

Ability to write effectively

Oral communication

Personal Skills

Ability to work under pressure

Ability to work independently

Public contact

Occupation Specific Skills

Ability to provide personal services of patients

Ability to apply transferring techniques moving patients

Computer Skills

Word Processing

Spreadsheet

Database

training providers

- Cabrillo College
- Gavilan College

Please refer to appendix b for more information on these training providers

employment trends

supply & demand: *difficulty in finding applicants*

	not difficult	moderately difficult	very difficult
Fully experienced & qualified			X
Inexperienced			X

where the jobs are

	SIC	percent
General Medical & Surgical Hospital	8062	71.7
Home Health Care Services	8082	8.0
Offices & Clinics of Medical Doctors	8011	7.1
Elementary and Secondary Schools	8211	7.1

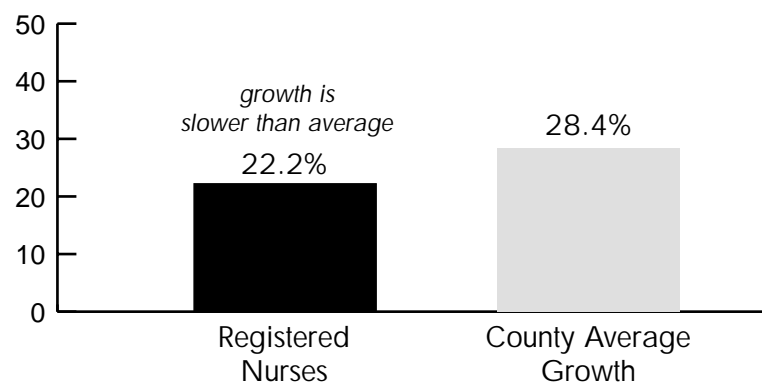
size of occupation

Range (1995): Very large (90)

Gender: Male 12%; Female 88%

projected growth (San Benito County):

projection period 1995-2002



employment levels

Projected growth by employers surveyed

	decline	remain stable	grow
Projected over the next 2 yrs.	0%	67%	33%

Secretaries, Except Legal and Medical, relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Please do not include Medical and Legal Secretaries.

wages & benefits

wages *non-union & union undetermined*

	low	high	median
Entry level, no experience	\$ 8.00	\$14.38	\$ 9.25
Experienced, new to firm	\$ 8.00	\$15.00	\$12.00
Experienced, 3+ yrs. w/firm	\$10.00	\$18.00	\$14.38

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

hours worked *per week*

Full-time	40	On-call	0
Part-time	23	Seasonal	0

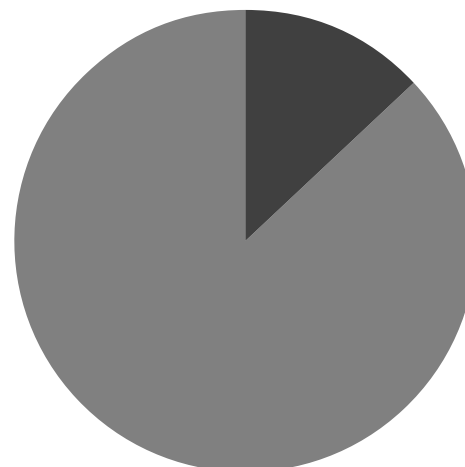
benefits

	employer pays		shared cost		employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	73%	20%	0%	0%	0%	0%
Dental	67%	20%	0%	0%	0%	0%
Vision	40%	13%	0%	0%	0%	0%
Life	40%	13%	0%	0%	0%	0%
Sick leave	40%	20%	0%	0%	0%	0%
Vacation	40%	20%	0%	0%	0%	0%
Retirement	0%	0%	0%	0%	0%	0%
Child care	7%	0%	0%	0%	0%	0%
Other*	0%	0%	27%	7%	0%	0%

* Other benefits include: 401k

employer requirements

education



■ less than high school diploma (13%)
■ high school diploma (87%)

experience & training

	yes	no	not req'd but pref'd
--	-----	----	-------------------------

Previous experience required	60%	20%	20%
------------------------------	-----	-----	-----

Previous experience required: 11 mos. on average

Training as a substitute for experience	42%	58%	0%
---	-----	-----	----

5 mos. of training on average can be substituted for experience.

skills & other requirements

Basic/Technical Skills

Basic math

Communication Skills

Ability to read and follow instructions

Ability to write legibly

Ability to write effectively

Oral communication

Personal Skills

Ability to work independently

Willingness to work with close supervision

Occupation Specific Skills

Alphabetic & numeric filing

Proofreading

Ability to operate transcribing machine

Ability to follow billing procedures

Ability to use spreadsheet software

English grammar, spelling & punctuation skills

Telephone answering skills

Ability to maintain an appointment calendar

Ability to take dictation at

100 wpm or more

Ability to type at least 60 words per minute

Computer Skills

Word processing

Spreadsheet

Database

training providers

- Cabrillo College
- Gavilan College

Please refer to appendix b for more information on these training providers

employment trends

supply & demand: *difficulty in finding applicants*

	not difficult	moderately difficult	very difficult
Fully experienced & qualified		X	
Inexperienced	X		

where the jobs are

	SIC	percent
Elementary and Secondary Schools	8211	26.5
Local Government	9030	11.0
Religious Organizations	8661	5.0
Explosives	2892	4.4
Single-Family Housing Construction	1521	3.9

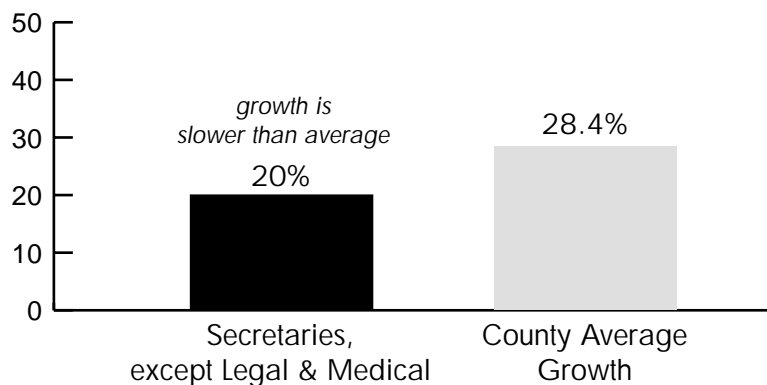
size of occupation

Range (1995): Very large (150)

Gender: Male 11%; Female 89%

projected growth (San Benito County):

projection period 1995-2002



employment levels

Projected growth by employers surveyed

	decline	remain stable	grow
Projected over the next 2 yrs.	0%	60%	40%

Sales Floor Stock Clerks receive, store, and issue merchandise on the sales floor, stock shelves, racks, cases, bins, and tables with merchandise, arrange displays of items to attract customers, and may periodically take physical count of stock or check and mark merchandise.

wages & benefits

wages *non-union & union undetermined*

	low	high	median
Entry level, no experience	\$ 5.75	\$ 9.00	\$ 6.38
Experienced, new to firm	\$ 6.00	\$10.00	\$ 7.88
Experienced, 3+ yrs. w/firm	\$ 7.38	\$12.00	\$10.00

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

hours worked *per week*

Full-time	40	On-call	0
Part-time	26	Seasonal	0

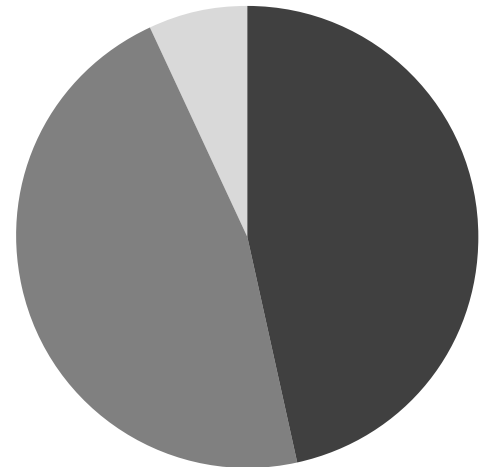
benefits

	employer pays		shared cost		employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	80%	33%	7%	7%	0%	7%
Dental	60%	33%	7%	7%	0%	7%
Vision	13%	13%	7%	7%	0%	0%
Life	27%	13%	7%	7%	0%	0%
Sick leave	27%	27%	0%	0%	0%	0%
Vacation	40%	27%	0%	0%	0%	0%
Retirement	0%	0%	0%	0%	0%	0%
Child care	0%	0%	0%	0%	7%	0%
Other*	0%	0%	13%	7%	0%	0%

* Other benefits include: 401k, profit sharing, stock options

employer requirements

education



- less than high school diploma (47%)
- high school diploma (47%)
- bachelor degree (7%)

experience & training

	yes	no	not req'd but pref'd
--	-----	----	-------------------------

Previous experience required	20%	53%	27%
------------------------------	-----	-----	-----

Previous experience required: 7 mos. on average

Training as a substitute for experience	29%	71%	0%
---	-----	-----	----

4 mos. of training on average can be substituted for experience.

skills & other requirements

Basic/Technical Skills

Basic math

Communication Skills

Ability to read and follow instructions

Ability to follow oral instructions

Oral communication

Personal Skills

Ability to work independently

Customer service

Willingness to work with close supervision

training providers

- Cabrillo College

Please refer to appendix b for more information on these training providers

employment trends

supply & demand: *difficulty in finding applicants*

	not difficult	moderately difficult	very difficult
Fully experienced & qualified		X	
Inexperienced	X		

where the jobs are

	SIC	percent
Grocery Stores	5411	58.9
Department Stores	5311	24.1
Drug Stores and Proprietary Stores	5912	5.4

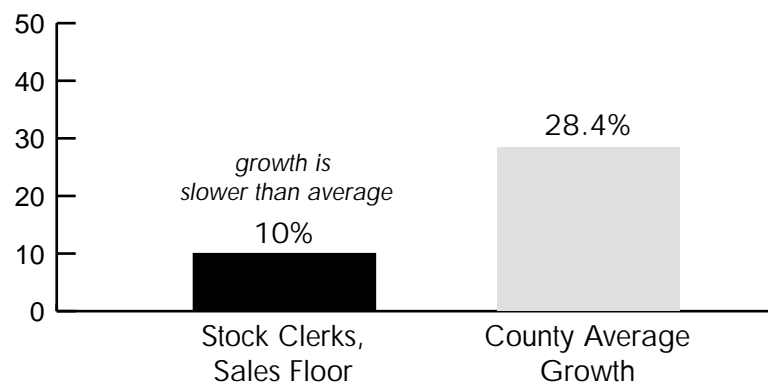
size of occupation

Range (1995): Very large (100)

Gender: Male 44%; Female 56%

projected growth (San Benito County):

projection period 1995-2002



employment levels

Projected growth by employers surveyed

	decline	remain stable	grow
Projected over the next 2 yrs.	0%	53%	47%

Preschool Teachers instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification.

wages & benefits

wages *non-union & union undetermined*

	low	high	median
Entry level, no experience	\$ 5.75	\$ 8.00	\$ 7.05
Experienced, new to firm	\$ 5.75	\$14.35	\$10.00
Experienced, 3+ yrs. w/firm	\$ 7.88	\$15.00	\$11.50

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

hours worked *per week*

Full-time	40	On-call	0
Part-time	27	Seasonal	0

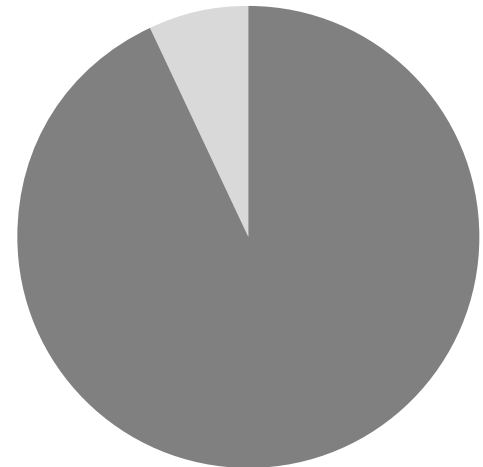
benefits

	employer pays		shared cost		employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	50%	14%	0%	7%	0%	0%
Dental	50%	14%	0%	7%	0%	0%
Vision	36%	14%	0%	7%	0%	0%
Life	29%	14%	0%	7%	0%	0%
Sick leave	36%	21%	0%	0%	0%	0%
Vacation	36%	21%	0%	0%	0%	0%
Retirement	0%	0%	7%	0%	0%	0%
Child care	0%	0%	14%	7%	0%	0%
Other*	0%	0%	7%	7%	0%	0%

* Other benefits include: 401k, profit sharing, stock options

employer requirements

education



■ high school diploma (93%)

■ bachelor degree (7%)

experience & training

	yes	no	not req'd but pref'd
--	-----	----	-------------------------

Previous experience required	43%	0%	57%
------------------------------	-----	----	-----

Previous experience required: 11 mos. on average

Training as a substitute for experience	86%	14%	0%
---	-----	-----	----

8 mos. of training on average can be substituted for experience.

skills & other requirements

Basic/Technical Skills

Basic math
Record keeping skills

Communication Skills

Ability to read and follow instructions
Ability to write legibly
Ability to write effectively
Oral reading
Verbal presentation

Personal Skills

Ability to work under pressure
Ability to work independently
Ability to exercise patience
Possession of a clean police record
Artistic
Musical
Willingness to work with close supervision
Understanding of a variety of cultures

Physical Skills

Ability to lift at least 20 pounds

Occupational Specific Skills

Ability to apply principals of recreation
Classroom management
Ability to administer emergency first aid

training providers

- Mission Trails
- Santa Clara County Regional Occupational Program-South (ROP)

Please refer to appendix b for more information on these training providers

employment trends

supply & demand: *difficulty in finding applicants*

	not difficult	moderately difficult	very difficult
Fully experienced & qualified			X
Inexperienced		X	

where the jobs are

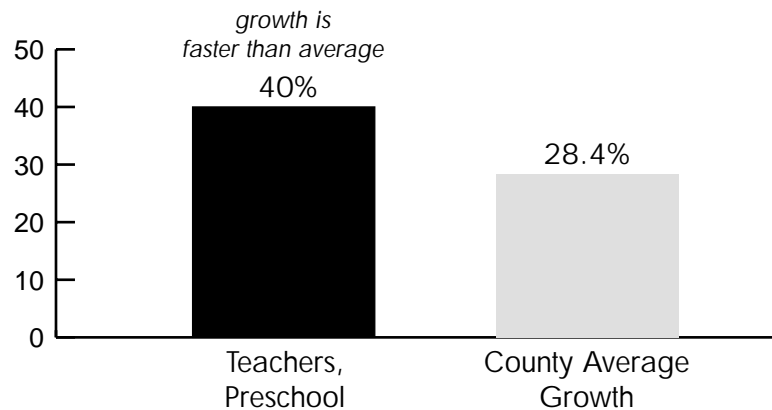
	SIC	percent
information not available		

size of occupation

Range (1995): Large (50)
Gender: Male 2%; Female 98%

projected growth (San Benito County):

projection period 1995-2002



employment levels

Projected growth by employers surveyed

	decline	remain stable	grow
Projected over the next 2 yrs.	0%	79%	21%

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Please include vocational high school teachers. Please do not include special education teachers who teach only students with disabilities.

** 2 Respondents representing 38 employees.*

wages & benefits

wages *non-union & union undetermined*

	low	high	median
Entry level, no experience	\$12.81	\$12.81	\$12.81
Experienced, new to firm	\$13.90	\$14.82	\$14.36
Experienced, 3+ yrs. w/firm	\$14.14	\$19.49	\$16.82

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

hours worked *per week*

Full-time	40	On-call	0
Part-time	0	Seasonal	0

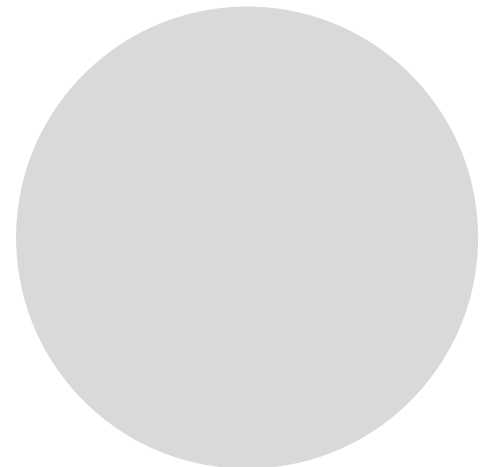
benefits

	employer pays		shared cost		employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	100%	0%	0%	0%	0%	0%
Dental	100%	0%	0%	0%	0%	0%
Vision	100%	0%	0%	0%	0%	0%
Life	100%	0%	0%	0%	0%	0%
Sick leave	100%	0%	0%	0%	0%	0%
Vacation	100%	0%	0%	0%	0%	0%
Retirement	0%	0%	0%	0%	0%	0%
Child care	0%	0%	50%	0%	0%	0%
Other*	0%	0%	100%	0%	0%	0%

** Other benefits include: 401k*

employer requirements

education



■ bachelor degree (100%)

experience & training

	yes	no	not req'd but pref'd
--	-----	----	-------------------------

Previous experience required

0%	50%	50%
----	-----	-----

Previous experience required: 12 mos. on average

Training as a substitute for experience

0%	100%	0%
----	------	----

Licensing/Certification required: Teaching Credential (12 months)

skills & other requirements

Basic/Technical Skills

Basic math
Advanced math
Record keeping

Communication Skills

Ability to read and follow instructions
Ability to write legibly
Ability to write effectively
Oral communication

Personal Skills

Ability to work under pressure
Ability to work independently
Ability to exercise patience
Public contact
Possession of a clean police record
Understanding of a variety of cultures
Supervisory
Willingness to work with close supervision

Physical Skills

Ability to sit continuously for 2 or more hours
Ability to stand continuously for 2 or more hours
Ability to lift at least 10 pounds

Occupation Specific Skills

Ability to administer emergency first aid
Audio visual teaching
Classroom management
Possession of a state teacher's certificate
Problem solving

training providers

Training specific to this occupation is not available.

employment trends

supply & demand: *difficulty in finding applicants*

	not difficult	moderately difficult	very difficult
Fully experienced & qualified			X
Inexperienced			X

where the jobs are

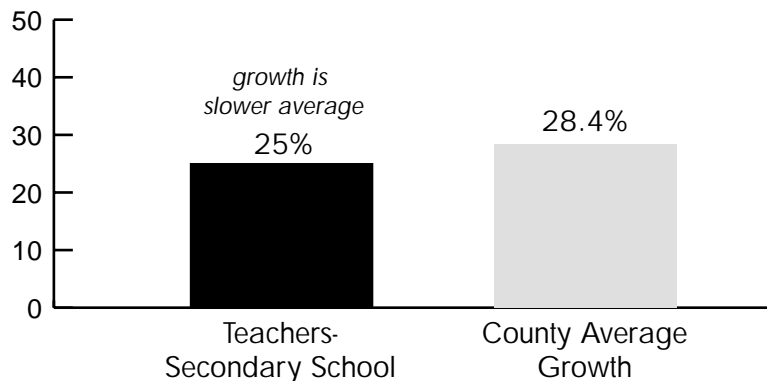
	SIC	percent
Elementary and Secondary Schools	8211	100.0

size of occupation

Range (1995): Very large (80)
Gender: Male 42%; Female 58%

projected growth (San Benito County):

projection period 1995-2002



employment levels

Projected growth by employers surveyed

	decline	remain stable	grow
Projected over the next 2 yrs.	0%	100%	0%

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Please do not include Stock Clerks, and workers whose primary duties involve weighing and checking.

wages & benefits

wages *non-union & union undetermined*

	low	high	median
Entry level, no experience	\$ 5.75	\$ 7.00	\$ 6.00
Experienced, new to firm	\$ 6.25	\$11.00	\$ 7.75
Experienced, 3+ yrs. w/firm	\$ 7.25	\$13.50	\$ 9.63

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

hours worked *per week*

Full-time	40	On-call	0
Part-time	31	Seasonal	0

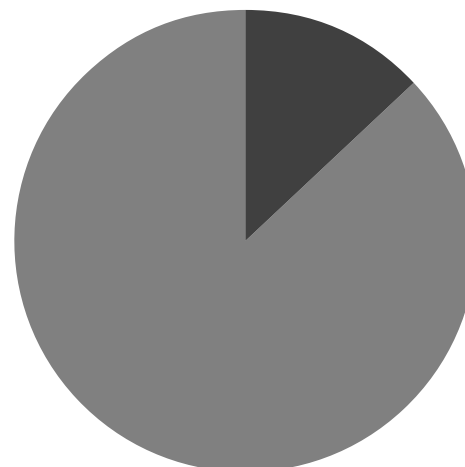
benefits

	employer pays		shared cost		employee pays all	
	f/t	p/t	f/t	p/t	f/t	p/t
Medical	67%	13%	7%	0%	0%	0%
Dental	53%	13%	7%	0%	0%	0%
Vision	40%	13%	7%	0%	0%	0%
Life	40%	13%	7%	0%	0%	0%
Sick leave	47%	13%	0%	0%	0%	0%
Vacation	53%	13%	0%	0%	0%	0%
Retirement	0%	0%	0%	0%	0%	0%
Child care	7%	0%	7%	0%	0%	0%
Other*	0%	0%	20%	7%	0%	0%

* Other benefits include: 401k, profit sharing, stock options

employer requirements

education



■ less than high school diploma (13%)
■ high school diploma (87 %)

experience & training

	yes	no	not req'd but pref'd
--	-----	----	-------------------------

Previous experience required	53%	13%	33%
------------------------------	-----	-----	-----

Previous experience required: 14 mos. on average

Training as a substitute for experience	77%	23%	0%
---	-----	-----	----

11 mos. of training on average can be substituted for experience.

skills & other requirements

Basic/Technical Skills

Basic math
Record keeping skills

Communication Skills

Ability to read and follow instructions
Ability to write legibly
Ability to write effectively
Oral communication

Personal Skills

Ability to work under pressure
Ability to work independently
Possession of a valid driver's license
Willingness to work with close supervision

Physical Skills

Ability to stand continuously for 2 or more hours
Ability to lift at least 60 pounds repeatedly

Occupation Specific Skills

Understanding of inventory techniques

training providers

Training specific to this occupation is not available. General Business & Business Office Technology are the closest related areas of training.

employment trends

supply & demand: *difficulty in finding applicants*

	not difficult	moderately difficult	very difficult
Fully experienced & qualified	X		
Inexperienced		X	

where the jobs are

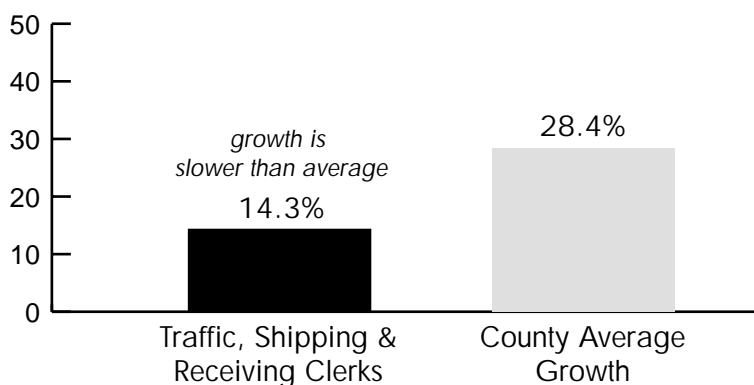
	SIC	percent
U.S. Postal Service	4311	19.5
Department Stores	5311	12.2
Wood Products, NEC	2499	11.0
Metal Doors, Sash, and Trim	3442	9.8
Local Trucking, Without Storage	4212	7.3

size of occupation

Range (1995): Very large (70)
Gender: Male 50%; Female 50%

projected growth (San Benito County):

projection period 1995-2002



employment levels

Projected growth by employers surveyed

	decline	remain stable	grow
Projected over the next 2 yrs.	0%	53%	47%

Appendix A

previously studied occupations

Accountants and Auditors 1997	Purchasing Agents 1999
Administrative Services Managers 1999	Purchasing Managers 1999
Assemblers and Fabricators 1996,1999	Registered Nurses 1999
Automotive Mechanics 1996,1999	Salesperson-Retail, 1997
Bookkeeping and Accounting Clerks 1996,1999	Secretaries-Except Legal and Medical 1999
Child Care Workers 1996	Sheet Metal Workers 1996
Claims Examiners-Property and Casualty Insurance 1997	Stock Clerks 1996,1999
Cannery Workers 1997	Teachers-Elementary School 1997
Cashiers 1997	Teachers-Preschool 1999
Counter and Rental Clerks 1999	Teachers-Secondary School 1999
Dining Room and Cafeteria Attendants and Bartender Helpers 1997	Traffic, Shipping and Receiving Clerks 1996,1999
Drafters 1996	Truck Drivers-Heavy or Tractor Trailer 1997
Emergency Medical Technicians-1 1997	Waiters and Waitresses 1997
Emergency Medical Technicians-2 1997	Welders and Cutters 1997
Engineering Technicians 1996	
First Line Supervisors and Managers-Construction Trades and Extractive Workers 1997	
First Line Supervisors and Managers-Production and Operating Workers 1997	
Food Preparation Workers 1997	
Food Service Managers 1999	
General Office Clerks 1996,1999	
General Managers and Top Executives 1997	
Hand Packers and Packagers 1997	
Industrial Production Managers 1997	
Industrial Truck and Tractor Operators 1999	
Instructional Aides 1997	
Lodging Managers 1999	
Maintenance Repairers 1996, 1999	
Mechanical Engineers 1997	
Medical Assistants 1996	
Nurse Aides 1996, 1999	
Order Clerks-Materials, Merchandise and Services 1997	

Appendix B

training directory

training directory

Morgan Hill Adult Education	44
San Benito Adult Education	45
Cabrillo College	46
Gavilan College	52
Hartnell College	58
Mission Trails ROP	64
Santa Clara County ROP-South	69

adult education

Morgan Hill Adult Education

1505 East Main Avenue
Morgan Hill, CA 95037
Phone: 408.779.5261
Fax: 408.779.8367
Website: www.mhu.k12.ca.us

general information:

School Type:	Adult Education
Financial Assistance Available?	Program is free
Type of Financial Aid Available?	N/A
Vocational Assessment?	No
Guidance Counseling?	No
Job Placement Assistance?	No

programs:

English as a Second Language

Occupational Objective:	N/A
Average Time to Complete Program:	Depends on the student, Four levels
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	Free
Training Cost Covers:	N/A
Received Upon Program Completion:	Certificate of completion for each level

General Education Diploma

Occupational Objective:	N/A
Average Time to Complete Program:	4-9 months
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	\$60.00
Training Cost Covers:	GED examination
Received Upon Program Completion:	Certificate after successfully passing the GED examination

San Benito Adult Education

1220 Monterey Street

Hollister, CA 95023

Phone: 831.637.5831

E-mail: miker@sbhds.k12.ca.us

general information:

School Type:	Adult Education
Financial Assistance Aid Available?	Program is free
Type of Financial Aid Available:	N/A
Vocational Assessment?	No
Guidance Counseling?	No
Job Placement Assistance?	No

programs:

English as a Second Language

Occupational Objective:	N/A
Average Time to Complete Program:	1 year for each of the Five Levels
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	Program is free
Training Cost Covers:	N/A
Received Upon Program Completion:	Certificate at the completion of each level

General Education Diploma

Occupational Objective:	N/A
Average Time to Complete Program:	4-9 months
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	\$60.00
Training Cost Covers:	GED examination
Received Upon Program Completion:	Certificate after successfully passing the GED examination

community college

Cabrillo College

6500 Soquel Drive

Aptos, CA 95003

Phone: 831.479.6481

Fax: 831.479.5092

Website: www.cabrillo.cc.ca.us

general information:

School Type:	Community College
Financial Assistance Available?	Yes
Type of Financial Aid Available:	Federal Pell Grant, California Community Colleges Board of Governors Waiver (BOGW), Federal Supplemental Education Opportunity Grant (SEOG), Extended Opportunity Program and Services (EOPS), Cal Grants, Federal Stafford Loans, Federal Work Study (FWS), Fast Tracks
Vocational Assessment?	Yes
Guidance Counseling?	Yes
Job Placement Assistance?	Yes
Special Services Offered:	Child Care, ESL instruction, Disabled Students Program and Services (DSPS), Tutorial Services, Career Planning

programs:

Achieve

Occupational Objective:	General office clerk, Office assistant, Data entry clerk, Receptionist
Average Time to Complete Program:	2 – 22 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	\$12.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate

Accounting / Finance

Occupational Objective:	Bookkeeper, Accounting clerk
Average Time to Complete Program:	Certificate-30 units, A.S. degree-60 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	\$12.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree

Archaeological Technology

Occupational Objective:	Archaeological technician, Geographic information specialist
Average Time to Complete Program:	Certificate-31 units + supervised work experience, A.S. degree-60 units + 1 summer session
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	\$12.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree

Cabrillo College

6500 Soquel Drive

Aptos, CA 95003

Phone: 831.479.6481

Fax: 831.479.5092

Website: www.cabrillo.cc.ca.us**Computer Applications and Office Systems**

Occupational Objective:	Account clerk, Administrative assistant, Bookkeeper, Office assistant
Average Time to Complete Program:	Certificate-30-41 units, A.S. degree-60 units
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	\$12.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree

Construction and Energy Management

Occupational Objective:	Construction managers, Site superintendent, Cost estimators, Building contractors, Building inspectors, Facilities managers
Average Time to Complete Program:	Certificate-30 units, A.S. degree-60 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	\$12.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree

Criminal Justice

Occupational Objective:	Deputy sheriff, Police officer, Highway patrol officer, Private industrial security officer, Reserve officer
Average Time to Complete Program:	2 years + 1 summer session
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	\$2,000.00
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree

Culinary Arts and Hospitality Management

Occupational Objective:	Restaurant management, Host/Hostess, Sales representative, Cook, Baker, Food service manager, Line chef
Average Time to Complete Program:	Certificate-30 units, A.S. degree-60 units
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	\$12.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree

Dental Hygiene Program

Occupational Objective:	Dental hygienist
Average Time to Complete Program:	1.5-2 years
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	\$5,000.00
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	A.S. degree and eligibility for licensing examination

community college

Cabrillo College

6500 Soquel Drive

Aptos, CA 95003

Phone: 831.479.6481

Fax: 831.479.5092

Website: www.cabrillo.cc.ca.us

Desktop Publishing and Multimedia

Occupational Objective:	Graphic designer, Web designer
Average Time to Complete Program:	Certificate-30 units, A.S. degree-60 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	\$1,100.00
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree

Dietary Service / Supervisor

Occupational Objective:	Dietary service/supervisor, Institutional cook
Average Time to Complete Program:	16 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	\$12.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate

Drafting Technology

Occupational Objective:	Drafting, CAD operator, Computer animation creator
Average Time to Complete Program:	Certificate-30 units, A.S. degree-60 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	\$12.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree

Early Childhood Education

Occupational Objective:	Preschool teacher, Child care worker
Average Time to Complete Program:	Certificate-37 units, A.S. degree-60 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	\$12.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree

Fire Protection Technology

Occupational Objective:	Fire fighter, Fire inspector, Fire protection engineering, Education, Public fire service
Average Time to Complete Program:	Certificate-42 units, A.S. degree-60 units
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	\$1500.00
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree

Cabrillo College

6500 Soquel Drive

Aptos, CA 95003

Phone: 831.479.6481

Fax: 831.479.5092

Website: www.cabrillo.cc.ca.us**General Business**

Occupational Objective:	Positions in business and government
Average Time to Complete Program:	Certificate-30 units, A.S. degree-45 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	\$12.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree

Horticulture: Landscape Horticulture, Vocational Gardening

Occupational Objective:	Vocational gardener, Landscape horticulturist, Greenhouse design/manager, Landscape designer
Average Time to Complete Program:	Certificate-33 units, A.S. degree-60 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	\$12.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree

Journalism

Occupational Objective:	Journalist, Freelance writer, Photo journalism, Newspaper layout
Average Time to Complete Program:	Certificate-33 units, A.A./A.S. degree-60 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	\$12.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certification, A.A. degree, A.S. degree

Medical Assistant

Occupational Objective:	Medical assistant, Administrative clinical
Average Time to Complete Program:	Certificate-33.5-35.5 units, A.S. degree-60 units
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	\$1,100.00
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree

Medical Insurance Specialist

Occupational Objective:	Benefits clerk, Insurance billing, Eligibility worker, Claims, Coding
Average Time to Complete Program:	Certificate-30 units, A.S. degree-60 units
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	\$1,100.00
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree

community college

Cabrillo College

6500 Soquel Drive

Aptos, CA 95003

Phone: 831.479.6481

Fax: 831.479.5092

Website: www.cabrillo.cc.ca.us

Medical Transcription

Occupational Objective:	Medical transcriber, Typist clerk
Average Time to Complete Program:	Certificate-8.5 months, A.S. degree-2 years
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	\$1,100.00
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree

Microcomputer Management

Occupational Objective:	Computer operator, Technician, Programmer, Network administrator, Customer support engineer
Average Time to Complete Program:	Certificate-39.5 units, A.S. degree-60 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	\$12.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree

Nursing

Occupational Objective:	Registered nurse (Acute care/clinic)
Average Time to Complete Program:	74.75 units
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	\$3,000.00
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	A.S. degree

Radiologic Technology

Occupational Objective:	Radiological technologist
Average Time to Complete Program:	97 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	\$12.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	A.S. degree

Real Estate

Occupational Objective:	Real estate agent, Appraiser, Property management, Loan officer, Real estate office manager
Average Time to Complete Program:	Certificate-33 units, A.S. degree-60 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	\$12.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree

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Small Business

Occupational Objective:	Financial planner
Average Time to Complete Program:	Certificate-22-35 units, A.S. degree-60 units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	\$12.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree

Vocational Nursing

Occupational Objective:	Licensed vocational nurse
Average Time to Complete Program:	55.5 units
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	\$2,000.00
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree

community college

Gavilan College

5055 Santa Teresa Boulevard

Gilroy, CA 95020

Phone: 408.847.1400

Fax: 408.848.4801

Website: www.gavilan.cc.ca.us

general information:

Financial Assistance Available?	Yes
Type of Financial Aid Available:	Pell, California Community Colleges Board of Governors (B.O.G)
Vocational Assessment?	Yes
Guidance Counseling?	Yes
Job Placement Assistance?	No
Special Services Offered:	Child care, ESL instruction, Programs for individuals with disabilities, EOPS

programs:

Accounting

Occupational Objective:	Accounts receivable/payable, General ledger, General office
Average Time to Complete Program:	24.5–30.5 units
Program Open Entry / Open Exit:	No-fall or spring enrollment
Approximate Cost to Complete Program:	\$12.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate

Administration of Justice

Occupational Objective:	Private or Public agencies and Corrections systems
Average Time to Complete Program:	Certificate-18 units, A.A.-60 units
Program Open Entry / Open Exit:	No-fall or spring enrollment
Approximate Cost to Complete Program:	\$12.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.A. degree

Auto Collision Repair Technology

Occupational Objective:	Auto collision repair, Auto painter, Service writer, Body shop helper
Average Time to Complete Program:	36 units
Program Open Entry / Open Exit:	No-fall or spring enrollment
Approximate Cost to Complete Program:	\$12.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate

Auto Mechanics Technology

Occupational Objective:	Auto mechanic helper, Service station attendant, Auto parts clerk
Average Time to Complete Program:	35 units
Program Open Entry / Open Exit:	No-fall or spring enrollment
Approximate Cost to Complete Program:	\$12.00 per unit

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Training Cost Covers: Registration fees, Tuition
Received Upon Program Completion: Certificate

Aviation

Occupational Objective: Aviation power plant technologist, Aviation specialist
Average Time to Complete Program: Certificate-70 units, A.A. degree-109 units
Program Open Entry / Open Exit: No-fall or spring enrollment
Approximate Cost to Complete Program: \$12.00 per unit
Training Cost Covers: Registration fees, Tuition
Received Upon Program Completion: Certificate, A.A. degree

Aviation Maintenance Technology

Occupational Objective: Aircraft mechanic/servicer, Airframe specialist,
Repair/sales aircraft accessories
Average Time to Complete Program: Certificate-70 units, A.A. degree-109 units
Program Open Entry / Open Exit: No-fall or spring enrollment
Approximate Cost to Complete Program: \$12.00 per unit
Training Cost Covers: Registration fees, Tuition
Received Upon Program Completion: Certificate, A.S. degree

Business

Occupational Objective: Entry level positions
Average Time to Complete Program: Certificate-19 units, A.A. degree-60 units
Program Open Entry / Open Exit: No-fall or spring enrollment
Approximate Cost to Complete Program: \$12.00 per unit
Training Cost Covers: Registration fees, Tuition
Received Upon Program Completion: Certificate, A.A. degree

Certified Nursing Assistant

Occupational Objective: Patient care in a convalescent setting
Average Time to Complete Program: 7.5 units + 12 contact hours
Program Open Entry / Open Exit: No-fall or spring enrollment
Approximate Cost to Complete Program: \$12.00 per unit
Training Cost Covers: Registration fees, Tuition
Received Upon Program Completion: Certificate

Child Development/Early Childhood Education

Occupational Objective: Teacher Aide, Entry Childhood Teacher
Average Time to Complete Program: Certificate-24units, A.A. degree-60 units
Program Open Entry / Open Exit: No-Fall or Spring enrollment

community college

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Approximate Cost to Complete Program: \$13.00 per unit
 Training Cost Covers: Registration fees, Tuition
 Received Upon Program Completion: Certificate, A.A. degree

Clinical Medical Assisting

Occupational Objective: Medical Assistant
 Average Time to Complete Program: 12 units or semesters
 Program Open Entry / Open Exit: No
 Approximate Cost to Complete Program: \$12.00 per unit
 Training Cost Covers: Registration fees, Tuition
 Received Upon Program Completion: Certificate

Computer Graphics/Design

Occupational Objective: Drafter, Designer
 Average Time to Complete Program: Certificate-38 units, A.S.-60 units
 Program Open Entry / Open Exit: Yes
 Approximate Cost to Complete Program: \$12.00 per unit
 Training Cost Covers: Registration fees, Tuition
 Received Upon Program Completion: Certificate, A.S. degree

Computer Science and Information Systems

Occupational Objective: Entry level positions
 Average Time to Complete Program: Certificate-20 units, A.A. degree
 Program Open Entry / Open Exit: No-fall or spring enrollment
 Approximate Cost to Complete Program: \$12.00 per unit
 Training Cost Covers: Registration fees, Tuition
 Received Upon Program Completion: Certificate, A.A. degree

Cosmetology

Occupational Objective: Beauty culturist, Cosmetologist, Stylist, Manicurist, Cosmetician, Salon manager
 Average Time to Complete Program: Certificate-48 units, A.A.-60 units
 Program Open Entry / Open Exit: No-fall or spring enrollment
 Approximate Cost to Complete Program: \$12.00 per unit plus approximately \$400.00
 Training Cost Covers: Registration fees, Tuition, Uniform, Cosmetology kit, Mannequin
 Received Upon Program Completion: Certificate, A.A. degree, License

General Office

Occupational Objective: Entry level office positions
 Average Time to Complete Program: 28.5-34.5 units

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Program Open Entry / Open Exit: Yes
Approximate Cost to Complete Program: \$12.00 per unit
Training Cost Covers: Registration fees, Tuition
Received Upon Program Completion: Certificate

Home Health Aide

Occupational Objective: Home health aide
Average Time to Complete Program: 3 units
Program Open Entry / Open Exit: No
Approximate Cost to Complete Program: \$12.00 per unit
Training Cost Covers: Registration fees, Tuition, Tools, Uniform, Supplies
Received Upon Program Completion: Certificate, A.S. degree

Industrial Technology

Occupational Objective: Industrial technologist
Average Time to Complete Program: Certificate-29 units, A.S.-60 units
Program Open Entry / Open Exit: No-fall or spring enrollment
Approximate Cost to Complete Program: \$12.00 per unit
Training Cost Covers: Registration fees, Tuition, Tools, Uniform, Supplies
Received Upon Program Completion: Certificate, A.S. degree

Information Processing

Occupational Objective: Word processing specialist, Processing assistant supervisor, Administrative Assistant
Average Time to Complete Program: 35-41 units
Program Open Entry / Open Exit: Yes
Approximate Cost to Complete Program: \$13.00 per unit
Training Cost Covers: Registration fees, Tuition, Fees
Received Upon Program Completion: Certificate

Management

Occupational Objective: Entry level positions in mid-management training
Average Time to Complete Program: 29-35 units
Program Open Entry / Open Exit: No-fall or spring enrollment
Approximate Cost to Complete Program: \$12.00 per unit
Training Cost Covers: Registration fees, Tuition
Received Upon Program Completion: Certificate

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Marketing

Occupational Objective:	Entry level positions in marketing or related business areas
Average Time to Complete Program:	29-35 units
Program Open Entry / Open Exit:	No-fall or spring enrollment
Approximate Cost to Complete Program:	\$12.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate

Medical Office

Occupational Objective:	Medical front office, Medical secretary
Average Time to Complete Program:	30.5-36.5 units
Program Open Entry / Open Exit:	No-fall or spring enrollment
Approximate Cost to Complete Program:	\$12.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate

Microcomputer Applications

Occupational Objective:	Entry level positions
Average Time to Complete Program:	23.5-29.5 units
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	\$12.00 per unit
Training Cost Covers:	Training fees, Tuition
Received Upon Program Completion:	Certificate

Paralegal Studies

Occupational Objective:	Legal secretary, Paralegal
Average Time to Complete Program:	Certificate-23 units, A.A.-55 units & contact hours
Program Open Entry / Open Exit:	No-fall, spring, and summer enrollment
Approximate Cost to Complete Program:	\$12.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.A. Degree

Real Estate

Occupational Objective:	Real estate license
Average Time to Complete Program:	24-25 units
Program Open Entry / Open Exit:	No-fall enrollment
Approximate Cost to Complete Program:	\$12.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate

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Registered Nursing

Occupational Objective:	Registered nurse
Average Time to Complete Program:	Certificate-29 units, A.S.-60 units
Program Open Entry / Open Exit:	No-fall enrollment
Approximate Cost to Complete Program:	\$12.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree

Vocational Nursing

Occupational Objective:	Nurse assistant, Home health aide, Licensed vocational nurse (LVN)
Average Time to Complete Program:	Certificate-44 units, A.S.-60 units
Program Open Entry / Open Exit:	No-fall enrollment
Approximate Cost to Complete Program:	\$12.00 per unit + \$100.00
Training Cost Covers:	Registration fees, Tuition, uniform and other materials
Received Upon Program Completion:	Certificate, A.S. degree

community college

Hartnell College

156 Homestead Avenue

Salinas, CA 93901

Phone: 831.755.6700

Fax: 831.755.6751

Website: www.hartnell.cc.ca.us

general information:

Financial Assistance Available?

Yes

Type of Financial Aid Available?

Pell, Cal Grant, California Community Colleges Board of Governors (B.O.G.), CARE (for single mothers)

Vocational Assessment?

Yes

Guidance Counseling?

Yes

Job Placement Assistance?

Yes

Special Services Offered:

Programs for individuals with disabilities, ESL instruction, EOPS, Co-op work experience, Tutorial, Single Parent Services

programs:

Administration of Justice

Occupational Objective:

Police officer, Probation officer, Correction officer, Investigator, Security guard, Deputy sheriff

Average Time to Complete Program:

Certificate-31-33 units, A.A. degree-51 units + 15 GE units

Program Open Entry / Open Exit:

No

Approximate Cost to Complete Program:

\$13.00 per unit

Training Cost Covers:

Registration fees, Tuition

Received Upon Program Completion:

Certificate, A.A. degree

Animal Health Technology

Occupational Objective:

Registered veterinary technician

Average Time to Complete Program:

71 units + 21 G.E. units

Program Open Entry / Open Exit:

No

Approximate Cost to Complete Program:

\$13.00 per unit

Training Cost Covers:

Registration fees, Tuition

Received Upon Program Completion:

A.S. degree

Apprenticeship and Journeyman Training

Occupational Objective:

Electrician

Average Time to Complete Program:

5 years (850 hours CRT, 9,000 hours on the job)

Program Open Entry / Open Exit:

No

Approximate Cost to Complete Program:

\$13.00 per unit

Training Cost Covers:

Registration fees, Tuition

Received Upon Program Completion:

Certificate

Bilingual Education

Occupational Objective:

Bilingual aide

Average Time to Complete Program:

A.A. degree-33 units + degree requirements

Program Open Entry / Open Exit:

No

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Approximate Cost to Complete Program: \$13.00 per unit
Training Cost Covers: Registration fees, Tuition
Received Upon Program Completion: A.A. degree

Business Administration

Occupational Objective: Small business owner, Financial manager/specialist
Average Time to Complete Program: Certificate-29-36 units, A.A. degree-46-48 units + 15 G.E. units
Program Open Entry / Open Exit: No
Approximate Cost to Complete Program: \$13.00 per unit
Training Cost Covers: Registration fees, Tuition
Received Upon Program Completion: Certificate, A.A. degree

Business Office Technology

Occupational Objective: Word processor, Secretary, Administrative assistant, Receptionist, Bookkeeper
Average Time to Complete Program: Certificate-28-31 units, A.A. degree-44 units + 20 G.E. units
Program Open Entry / Open Exit: No
Approximate Cost to Complete Program: \$13.00 per unit
Training Cost Covers: Registration fees, Tuition
Received Upon Program Completion: Certificate, A.A. degree

Computer and Information Science

Occupational Objective: Computer programmer/aide/operator
Average Time to Complete Program: Certificate-26-39 units, A.S. degree + 15 G.E. units
Program Open Entry / Open Exit: No
Approximate Cost to Complete Program: \$13.00 per unit
Training Cost Covers: Registration fees, Tuition
Received Upon Program Completion: Certificate, A.S. degree

Construction Technology

Occupational Objective: Construction manager, Carpenter, Electrician, Plumber, Sheet metal worker, Concrete finisher
Average Time to Complete Program: Certificate-24-37 units, A.S. degree-60 units
Program Open Entry / Open Exit: No
Approximate Cost to Complete Program: \$13.00 per unit
Training Cost Covers: Registration fees, Tuition
Received Upon Program Completion: Certificate, A.S. degree

Drafting Technology/CAD

Occupational Objective: Drafter (CAD)
Average Time to Complete Program: Certificate-24-30 units, A.S. degree-51-52 units + G.E. units
Program Open Entry / Open Exit: No

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Approximate Cost to Complete Program: \$13.00 per unit
 Training Cost Covers: Registration fees, Tuition
 Received Upon Program Completion: Certificate, A.S. degree

Early Childhood Education

Occupational Objective: Pre-school teacher
 Average Time to Complete Program: Certificate-34-40 units, A.A. degree + G.E. units
 Program Open Entry / Open Exit: No
 Approximate Cost to Complete Program: \$13.00
 Training Cost Covers: Registration fees, Tuition
 Received Upon Program Completion: Certificate, A.A. degree

Electronics

Occupational Objective: Electronic technician, Electrician
 Average Time to Complete Program: Certificate-12-45 units, A.S. degree-48-49 units + 12 G.E. units
 Program Open Entry / Open Exit: No
 Approximate Cost to Complete Program: \$13.00 per unit
 Training Cost Covers: Registration fees, Tuition
 Received Upon Program Completion: Certificate, A.S. degree

Environmental Technology

Occupational Objective: Environmental technology
 Average Time to Complete Program: Certificate-40 units, A.S. degree + 15 G.E. units
 Program Open Entry / Open Exit: No
 Approximate Cost to Complete Program: \$13.00 per unit
 Training Cost Covers: Registration fees, Tuition
 Received Upon Program Completion: Certificate, A.S. degree

Financial Institution Operations

Occupational Objective: Finance manager, Loan interviewer, Adjustment clerk
 Average Time to Complete Program: Certificate-23-29 units, A.A. degree + G.E. units
 Program Open Entry / Open Exit: No
 Approximate Cost to Complete Program: \$13.00 per unit
 Training Cost Covers: Registration fees, Tuition
 Received Upon Program Completion: Certificate fees, A.A. degree

Fire Science

Occupational Objective: Fire Fighter
 Average Time to Complete Program: Certificate 24-31 units, A.S.
 Program Open Entry / Open Exit: No

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Website: www.hartnell.cc.ca.us

Approximate Cost to Complete Program: \$13.00 per unit
Training Cost Covers: Registration fees, Tuition
Received Upon Program Completion: Certificate, A.S. degree

Health Education

Occupational Objective: Alcohol/Drug specialist
Average Time to Complete Program: Certificate-28 units, A.S. degree + degree requirements
Program Open Entry / Open Exit: No
Approximate Cost to Complete Program: \$13.00 per unit
Training Cost Covers: Registration fees, Tuition
Received Upon Program Completion: Certificate, A.S. degree

Human Services

Occupational Objective: Health services worker, Human service aide, Probation aide,
Human service worker, Volunteer worker
Average Time to Complete Program: Certificate, A.S. degree
Program Open Entry / Open Exit: No
Approximate Cost to Complete Program: \$13.00 per unit
Training Cost Covers: Registration fees, Tuition
Received Upon Program Completion: Certificate, A.S. degree

Industrial Mechanic

Occupational Objective: Small engine repair, Industrial technician
Average Time to Complete Program: Certificate 37-39 units, A.S.-add A.S degree requirements
Program Open Entry / Open Exit: No
Approximate Cost to Complete Program: \$13.00 per unit
Training Cost Covers: Registration fees, Tuition
Received Upon Program Completion: Certificate, A.S. degree

Industrial Technology

Occupational Objective: Industrial mechanics, Industrial technician
Average Time to Complete Program: Certificate 37-39 units, A.S.-add A.S. degree requirements
Program Open Entry / Open Exit: No
Approximate Cost to Complete Program: \$13.00 per unit
Training Cost Covers: Registration fees, Tuition
Received Upon Program Completion: Certificate, A.A. degree

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Instructional Aide

Occupational Objective:	Electronic assembler
Average Time to Complete Program:	Certificate-51 units, A.A. degree + degree requirements
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	\$13.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.A. degree

Library/Media Technology

Occupational Objective:	Library assistant, Media equipment technician
Average Time to Complete Program:	Certificate-40 units, A.A. degree-39-42 units + degree requirements
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	\$13.00
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.A. degree

Mill-Cabinet Technology

Occupational Objective:	Cabinetmaker, Milling operator, Finish carpenter
Average Time to Complete Program:	Certificate-39-45 units, A.S. degree + 15 G.E. units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	\$12.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree

Photography

Occupational Objective:	Advertising, News, Commercial, Professional photography
Average Time to Complete Program:	Certificate-21 units, A.A. degree-21 units + 18 G.E. units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	\$13.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.A. degree

Primary Care Associate

Occupational Objective:	Physician's assistant
Average Time to Complete Program:	Certificate-6 semesters, coordinated with Stanford University
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	\$13.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree

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Real Estate

Occupational Objective:	Real estate agent, Broker, Appraiser, Property manager, Loan officer, Real estate office manager
Average Time to Complete Program:	Certificate-24 units, A.A. degree + degree requirements
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	\$13.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.A. degree

Welding Technology

Occupational Objective:	Welder
Average Time to Complete Program:	Certificate-37-43 units, A.A. degree-43 units + 18 G.E. units
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	\$13.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.A. degree

Water Technology

Occupational Objective:	Water treatment operator, Wastewater treatment operator
Average Time to Complete Program:	Certificate-31 units, A.S. degree + degree requirement
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	\$13.00 per unit
Training Cost Covers:	Registration fees, Tuition
Received Upon Program Completion:	Certificate, A.S. degree

regional occupation program

Mission Trails ROP

867 East Laurel Drive
Salinas, CA 93905
Phone: 831.753.4202
Fax: 831.422.5115

general information:

School Type:	Regional Occupation Program
Financial Assistance Available?	No
Type of Financial Aid Available:	Fee waived for JTPA, SSI, AFDC, GA, DR, UI, Food stamps
Vocational Assessment?	Yes
Guidance Counseling?	Yes
Job Placement Assistance?	Yes

programs:

Animal Care Livestock

Occupational Objective:	Veterinarian assistance, Animal caretaker, Horse trainer
Average Time to Complete Program:	180-360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	N/A
Training Cost Covers:	Enrollment fee, Books
Received Upon Program Completion:	Certificate

Auto Body and Fender Repair

Occupational Objective:	Auto body repair, Auto painter
Average Time to Complete Program:	525 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	N/A
Training Cost Covers:	Enrollment fee, Books
Received Upon Program Completion:	Certificate

Automotive Technology

Occupational Objective:	Auto mechanic, Transmission mechanic, Helper, Minor repair, Tune-up mechanic
Average Time to Complete Program:	720 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	\$25.00
Training Cost Covers:	Enrollment fees, Books
Received Upon Program Completion:	Certificate

Banking and Finance

Occupational Objective:	Teller, Credit checker, Adjustment clerk
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes

Mission Trails ROP

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Salinas, CA 93905

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Fax: 831.422.5115

Approximate Cost to Complete Program: \$25.00
Training Cost Covers: Enrollment fee, Books
Received Upon Program Completion: Certificate

Checker/Cashier

Occupational Objective: Cashier, Counter and rental clerk, Sales associate, Stocker/grocer clerk
Average Time to Complete Program: 18 weeks (1 semester)
Program Open Entry / Open Exit: Yes
Approximate Cost to Complete Program: \$25.00
Training Cost Covers: Enrollment fees, Books
Received Upon Program Completion: Certificate

Child Care Careers

Occupational Objective: Child care workers, Teacher aide, Home day care provider
Average Time to Complete Program: 360 hours
Program Open Entry / Open Exit: Yes
Approximate Cost to Complete Program: \$25.00
Training Cost Covers: Enrollment fee, Books
Received Upon Program Completion: Certificate

Co-Op

Occupational Objective: Child care worker, Office career, Restaurant, Retail sales, Dental career
Average Time to Complete Program: Varies with program
Program Open Entry / Open Exit: No
Approximate Cost to Complete Program: Free
Training Cost Covers: Enrollment fee, Books
Received Upon Program Completion: Certificate

Computer Business Applications

Occupational Objective: Clerk typist, Word processing, Data entry clerk, Receptionist, Secretary, Computer operator
Average Time to Complete Program: 360 hours, each Level (Level I, Level II)
Program Open Entry / Open Exit: Yes
Approximate Cost to Complete Program: \$25.00
Training Cost Covers: Enrollment fees, Books
Received Upon Program Completion: Certificate

regional occupation program

Mission Trails ROP

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 Fax: 831.422.5115

Construction Technology

Occupational Objective:	Cabinetmaker, Carpenter, Millright, General contractor
Average Time to Complete Program:	4 semesters (2 years)
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	\$25.00
Training Cost Covers:	Enrollment fee, Books
Received Upon Program Completion:	Certificate

Cosmetology

Occupational Objective:	Cosmetology, Manicurist
Average Time to Complete Program:	1600 hours
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	\$25.00
Training Cost Covers:	Enrollment fee, Books
Received Upon Program Completion:	Certificate

Dental Careers

Occupational Objective:	Dental assistant
Average Time to Complete Program:	2 semesters
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	\$25.00
Training Cost Covers:	Enrollment fees, Books
Received Upon Program Completion:	Certificate

Dental Radiography

Occupational Objective:	Dental assistant, X-ray license
Average Time to Complete Program:	60 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	\$35.00
Training Cost Covers:	Enrollment fees, Books
Received Upon Program Completion:	Certificate

Desktop Publishing

Occupational Objective:	Graphic artist, Past-up worker, Typesetter, Proofreader, Writer/Editor
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	\$25.00
Training Cost Covers:	Enrollment fee, Books
Received Upon Program Completion:	Certificate

Mission Trails ROP

867 East Laurel Drive

Salinas, CA 93905

Phone: 831.753.4202

Fax: 831.422.5115

Fashion Merchandising

Occupational Objective: Displayer, Salesperson, Stock clerk
Average Time to Complete Program: 352 hours
Program Open Entry / Open Exit: Yes
Approximate Cost to Complete Program: \$25.00
Training Cost Covers: Enrollment fees, Book
Received Upon Program Completion: Certificate

Floristry

Occupational Objective: Wholesaler, Floral designers, Nursery workers
Average Time to Complete Program: 2 semesters
Program Open Entry / Open Exit: No
Approximate Cost to Complete Program: \$25.00
Training Cost Covers: Enrollment fee, Books
Received Upon Program Completion: Certificate

Industrial Welding/Metal Fabrication

Occupational Objective: Maintenance repair, Equipment installer, Welding machine operator, Metal fabricator
Average Time to Complete Program: 525 hours
Program Open Entry / Open Exit: No
Approximate Cost to Complete Program: \$25.00
Training Cost Covers: Enrollment fees, Books
Received Upon Program Completion: Certificate

Manicure Training

Occupational Objective: Manicurist
Average Time to Complete Program: 350 hours
Program Open Entry / Open Exit: Yes
Approximate Cost to Complete Program: \$25.00
Training Cost Covers: Enrollment fee, Books
Received Upon Program Completion: Certificate

Office Careers

Occupational Objective: Word processor, Account clerk, Receptionist, Typist clerk, General office clerk, Secretary
Average Time to Complete Program: 360 hours
Program Open Entry / Open Exit: No
Approximate Cost to Complete Program: \$25.00
Training Cost Covers: Enrollment fee, Books
Received Upon Program Completion: Certificate

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Restaurant Sales and Management

Occupational Objective:	Waiter/Waitress, Host/Hostess, Cook, Busperson
Average Time to Complete Program:	90-360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	N/A
Training Cost Covers:	Enrollment fees, Books
Received Upon Program Completion:	Certificate

Tractor Maintenance Operation

Occupational Objective:	Farm equipment operator/mechanic
Average Time to Complete Program:	525 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	\$25.00
Training Cost Covers:	Enrollment fees, Books
Received Upon Program Completion:	Certificate

TV Production

Occupational Objective:	Radio-TV announcer, TV camera operator
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	\$25.00
Training Cost Covers:	Enrollment fees, Books
Received Upon Program Completion:	Certificate

Retail Sales

Occupational Objective:	Cashier, Salesperson
Average Time to Complete Program:	180-360 hours
Program Open Entry / Open Exit:	No
Approximate Cost to Complete Program:	\$25.00
Training Cost Covers:	Enrollment fees, Books
Received Upon Program Completion:	Certificate

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Santa Clara County Regional Occupational Program-South (ROP)

700 W 6th Street
Gilroy, CA 95020
Phone: 408.842.0361

general information:

School Type:	Regional Occupational Program
Financial Aid Assistance Available?	N/A
Type of Financial Aid Available:	N/A
Vocational Assessment?	No
Guidance Counseling?	No
Job Placement Assistance?	Yes
Special Services Offered:	Programs for individuals with disabilities

programs:

Agricultural Sales and Services

Occupational Objective:	Agricultural Sales and Services
Program Location:	Live Oak High School
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	Free, except for books and tools
Training Cost Covers:	Registration Fees, Tuition, Book fee for adults
Received Upon Program Completion:	Certificate, license eligible in some programs

Athletic Training/Sports Medicine

Occupational Objective:	Exercise Instructor, Physical Therapy Aide
Program Location:	Gilroy High School, Live Oak High School
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	Registration Fees, Tuition
Training Cost Covers:	Cost of required Materials varies from program to program
Received Upon Program Completion:	Certificate

Auto Body Repair

Occupational Objective:	Auto Body Repairer
Program Location:	Gavilan College
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	Program is free except for tools or books if required
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate

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Auto Mechanics/Automotive Technology

Occupational Objective:	Mechanic Assistant
Program Location:	Gilroy High School, San Benito High School
Average Time to Complete Program:	720 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	Program is free except for tools or books if required
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate

Automotive Augmentation

Occupational Objective:	Automotive Augmentation
Program Location:	Blue Ridge High School
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	Program is free except for tools or books if required
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate

Cabinetmaking

Occupational Objective:	Cabinet Maker
Program Location:	Live Oak High School, San Benito High School
Average Time to Complete Program:	Partial Certificate - 180 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	Program is free except for tools or books if required
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate

Child Care/Child Development

Occupational Objective:	Nursery School, Day Care School Workers
Program Location:	Live Oak High School, San Benito High School, Mt. Madonna High School
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	Program is free
Training Cost Covers:	Registration Fees, Tuition, Books
Received Upon Program Completion:	Certificate

Clinical Medical Assistant

Occupational Objective:	Medical Assistant in Physicians Office
Program Location:	Gavilan College

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Average Time to Complete Program: 360 hours
Program Open Entry / Open Exit: Yes
Approximate Cost to Complete Program: Program is free except for tools and books if required
Training Cost Covers: Registration Fees, Tuition
Received Upon Program Completion: Certificate

Commercial Art/Graphics

Occupational Objective: Graphic Artist
Program Location: Gilroy High School, San Benito High School
Average Time to Complete Program: 180 hours
Program Open Entry / Open Exit: Yes
Approximate Cost to Complete Program: Program is free
Training Cost Covers: Cost of required materials varies from program to program
Received Upon Program Completion: Certificate

Computer Accounting

Occupational Objective: Computer Accounting
Program Location: Gilroy High School, Live Oak High School, San Benito High School
Average Time to Complete Program: 180 hours
Program Open Entry / Open Exit: Yes
Approximate Cost to Complete Program: Program is free
Training Cost Covers: Cost of required materials varies from program to program
Received Upon Program Completion: Certificate

Computer Aided Drafting

Occupational Objective: Architectural, Industrial or Mechanical Drawing
Program Location: Gilroy High School, Live Oak High School, San Benito High School
Average Time to Complete Program: 180 hours
Program Open Entry / Open Exit: Yes
Approximate Cost to Complete Program: Program is free except for tools or books if required
Training Cost Covers: Registration Fees, Tuition
Received Upon Program Completion: Certificate

Computer Business Office Applications

Occupational Objective: Office Assistant, Secretary, Receptionist
Program Location: Gilroy High School, Live Oak High School, San Benito High School
Average Time to Complete Program: 180 hours
Program Open Entry / Open Exit: Yes
Approximate Cost to Complete Program: Program is free except for tools or books if required
Training Cost Covers: Registration Fees, Tuition
Received Upon Program Completion: Certificate

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Computer Repair

Occupational Objective:	Computer Repair
Program Location:	Live Oak High School, San Benito High School
Average Time to Complete Program:	180 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	Program is free except for tools or books if required
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate

Computer Science

Occupational Objective:	Computer Programmer
Program Location:	Live Oak High School, San Benito High School
Average Time to Complete Program:	540 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	Program is free except for tools or books if required
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate

Computer Word Processing

Occupational Objective:	Receptionist, Administrative Assistant, Word Processor
Program Location:	Gavilan College, Gilroy High School, Live Oak High School, San Andreas High School, San Benito High School
Average Time to Complete Program:	180 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	Program is free
Training Cost Covers:	Cost of required materials varies from program to program
Received Upon Program Completion:	Certificate

Construction Technology

Occupational Objective:	Carpentry, Construction
Program Location:	Blue Ridge High School, Live Oak High School
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	Program is free except for tools and books if required
Training Cost Covers:	Registration Fees, Tuition
Received Upon Program Completion:	Certificate

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Dental Assisting/X-Ray Safety

Occupational Objective:	Dental Assistant/X-Ray Technician
Program Location:	Gavilan College
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	Program is free except for tools and books if required
Training Cost Covers:	Registration Fees, Tuition, Books
Received Upon Program Completion:	Certificate

Electronics Technician

Occupational Objective:	Electrical Technician
Program Location:	Live Oak High School
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	Program is free except for tools and books if required
Training Cost Covers:	Registration Fees, Tuition, Books
Received Upon Program Completion:	Certificate, Skills Competency Certificate, ASCROP certificate can be earned after one year

Fashion Design, Textile & Clothing Occupations

Occupational Objective:	Electrical Technician
Program Location:	Live Oak High School
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	Program is free except for tools and books if required
Training Cost Covers:	Registration Fees, Tuition, Books
Received Upon Program Completion:	Certificate

Food Services, Restaurant Careers

Occupational Objective:	Waitress, Waiter, Dining Room Attendant, Cook, Cashier
Program Location:	San Benito High School
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	Program is free except for tools and books if required
Training Cost Covers:	Registration Fees, Tuition, Books
Received Upon Program Completion:	Certificate

Graphic Arts, Graphic Technology

Occupational Objective:	Graphic Artist, Advertising, or Print Shop
Program Location:	Live Oak High School

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Average Time to Complete Program: 360 hours
Program Open Entry / Open Exit: Yes
Approximate Cost to Complete Program: Program is free
Training Cost Covers: Registration Fees, Tuition, Books
Received Upon Program Completion: Certificate

Health Careers
Occupational Objective: Nursing Assistant, Orderly
Program Location: Gilroy High School
Average Time to Complete Program: 40 hours
Program Open Entry / Open Exit: Yes
Approximate Cost to Complete Program: Program is free except for tools and books if required
Training Cost Covers: Registration Fees, Tuition, Books
Received Upon Program Completion: Skills Competency Certificate, Certificate of Completion

Horticulture Ornamental
Occupational Objective: Nurseries, Green House, Seed Farms, and Mushroom Farms
Program Location: Gilroy High School
Average Time to Complete Program: 360 hours
Program Open Entry / Open Exit: Yes
Approximate Cost to Complete Program: Program is free except for tools and books if required
Training Cost Covers: Registration Fees, Tuition, Books
Received Upon Program Completion: Certificate

Hospitality Services
Occupational Objective: Hostess, Waiter, Waitress, Cashier, Housekeeping Aid, Hotel Clerk, Front Office
Program Location: San Andreas High School
Average Time to Complete Program: 360 hours
Program Open Entry / Open Exit: Yes
Approximate Cost to Complete Program: Program is free except for tools and books if required
Training Cost Covers: Registration Fees, Tuition, Books
Received Upon Program Completion: Certificate

Law Enforcement
Occupational Objective: Law Enforcement
Program Location: Gilroy High School
Average Time to Complete Program: 180 hours
Program Open Entry / Open Exit: Yes
Approximate Cost to Complete Program: Program is free

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Training Cost Covers: None
Received Upon Program Completion: Skills Competency Certificate, Certificate of Completion

Medical Office Procedures

Occupational Objective: Medical Office Assistant
Program Location: Gavilan College
Average Time to Complete Program: 250 hours + 54 hours in terminology, 85 hours in transcription
Program Open Entry / Open Exit: Yes
Approximate Cost to Complete Program: Program is free except for tools and books if required
Training Cost Covers: Registration Fees, Tuition, Books
Received Upon Program Completion: Certificate

Metals Fabrication

Occupational Objective: Machine Shop, Plumbing Business, Construction
Program Location: San Benito High School
Average Time to Complete Program: 360 hours
Program Open Entry / Open Exit: Yes
Approximate Cost to Complete Program: Program is free except for tools and books if required
Training Cost Covers: Registration Fees, Tuition, Books
Received Upon Program Completion: Certificate

Nurse Assistant, Orderly (Beginning)

Occupational Objective: Nursing Assistant
Program Location: Gavilan College
Average Time to Complete Program: 180 hours
Program Open Entry / Open Exit: Yes
Approximate Cost to Complete Program: Program is free except for tools and books if required
Training Cost Covers: Registration Fees, Tuition, Books
Received Upon Program Completion: Certificate

Photography (Commercial)

Occupational Objective: Photographer, News Photographer, Scientific Photographer, Photo Finisher
Program Location: Gilroy High School, Live Oak High School,
Average Time to Complete Program: 180 hours
Program Open Entry / Open Exit: Yes
Approximate Cost to Complete Program: Program is free except for tools and books if required
Training Cost Covers: Registration Fees, Tuition, Books
Received Upon Program Completion: Certificate

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Professional Technical Writing

Occupational Objective:	Writer, Proof Reader, Editor
Program Location:	Gilroy High School, Live Oak High School, San Benito High School
Average Time to Complete Program:	180 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	Program is free except for tools and books if required
Training Cost Covers:	Registration Fees, Tuition, Books
Received Upon Program Completion:	Certificate

Retail Marketing

Occupational Objective:	Advertising, Merchandising
Program Location:	Gilroy High School
Average Time to Complete Program:	540 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	Program is free except for tools and books if required
Training Cost Covers:	Registration Fees, Tuition, Books
Received Upon Program Completion:	Certificate

Welding

Occupational Objective:	Welder
Program Location:	Live Oak High School
Average Time to Complete Program:	360 hours
Program Open Entry / Open Exit:	Yes
Approximate Cost to Complete Program:	Program is free except for tools and books if required
Training Cost Covers:	Registration Fees, Tuition, Books
Received Upon Program Completion:	Certificate

